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**Palm Beach Community College
LLRC
4200 Congress Avenue
Lake Worth, FL 33461-4796**



PALM BEACH JUNIOR COLLEGE

Announcements

1959-60

Lake Worth, Florida

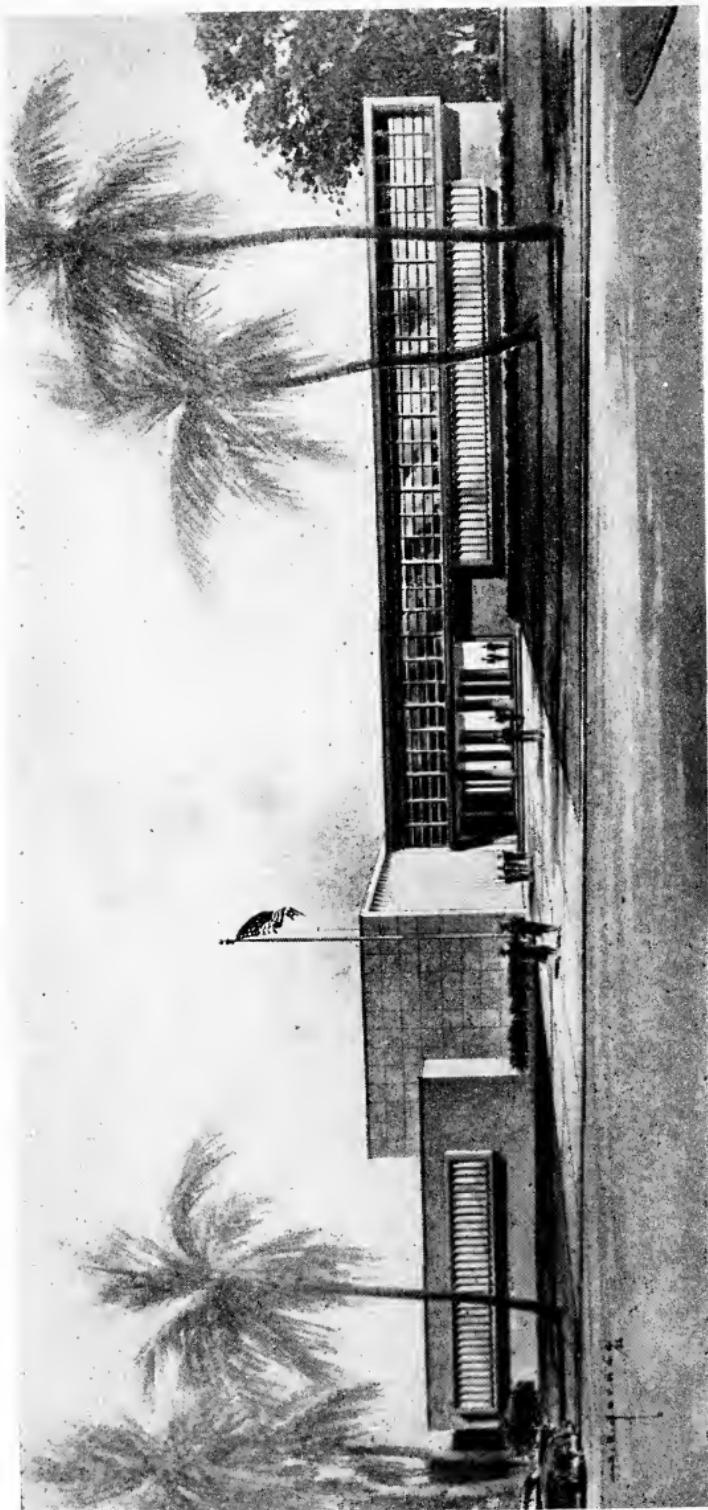
PALM BEACH JUNIOR COLLEGE

A high standard, fully accredited college offering the advantages of small classes and the maximum in personal service to the individual.

The college operates on the semester system beginning in September and February and a summer session beginning in June.

CO-EDUCATIONAL

ADMINISTRATION BUILDING AND LIBRARY



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CALENDAR

1959-60

1959 Summer Session

June 15	Registration for Summer Session
June 16-July 24	Summer Session

Fall Semester

August 27	Testing and Orientation for Freshmen and Transfer Students
August 28, 31	Registration of Sophomores and continuation of Testing and Orientation Program
September 1, 2, 3	Registration of Freshmen
September 4	Classes Begin
September 7	Labor Day Holiday
September 11	Last day to change classes and to Register
November 26-30	Quarter Tests
October 30	First Quarter Ends
November 11	Veterans Day Holiday
November 26, 27	Thanksgiving Holidays
December 21-January 1	Christmas Holidays
January 4	Classes Resume
January 15-22	First Semester Examinations
January 22	End of First Semester
January 25, 26	Mid-Term Holidays for Students

Spring Semester

January 25, 26	Testing and Orientation for Entering Students
January 27	Registration of Sophomores for Second Semester
January 28, 29	Registration of Freshmen for Second Semester
February 1	Classes Begin
February 5	Last day to change classes and to Register
March 21-25	Quarter Tests
March 25	Quarter Ends
April 15, 18	Easter Holidays
April 22	Holiday for Students (F.E.A.)
May 26-June 2	Semester Examinations
June 5	Baccalaureate
June 6	Recognition Night
June 7	Graduation

1960 Summer Session

June 20	Summer Session Registration
June 21-July 29	Summer Session
July 29	Final Examinations

BOARD OF PUBLIC INSTRUCTION
PALM BEACH COUNTY

RALPH KETTLER, *Chairman*

HENRY O. EARWOOD

THURMOND O. KNIGHT

ROBERT R. HORNER

HAROLD A. TURNER

HOWELL L. WATKINS

Superintendent of Public Instruction



COLLEGE ADVISORY COMMITTEE

RICHARD D. HILL, *Chairman*

REV. FRANK ATKINSON, *Secretary*

JOHN J. CATER

JAMES A. BALL, JR.

MRS. R. S. ERSKINE



ADMINISTRATIVE OFFICERS

HAROLD C. MANOR, B.P.S.M., M.A., Ed.D.	<i>President</i>
JOHN I. LEONARD, B.S., D.N., M.A., Ed.D.	<i>President Emeritus</i>
ELBERT E. BISHOP, B.S., M.A., LL.B.	<i>Registrar</i>
PAUL W. ALLISON, A.B., M.B.A.	<i>Director, Evening Classes</i>
PAUL J. GLYNN, B.S., M.A.	<i>Dean of Men</i> <i>Director of Student Personnel Services</i>
RACHEL F. CROZIER, B.S.E., M.A.	<i>Dean of Women</i>
JAMES M. BAUGHER, B.S., M.Ed.	<i>Director of Services</i>



DEPARTMENT CHAIARMEN

MARY S. ALBERTSON	<i>Science and Mathematics</i>
WATSON B. DUNCAN, III	<i>Communications</i>
LETHA MADGE ROYCE	<i>Fine and Technical Arts</i>
HARVEY E. WARD	<i>Social Science</i>
ELISABETH W. SMITH	<i>Home Economics, Health and Physical Education</i>
LILLIAN M. SMILEY	<i>Nursing</i>

FACULTY

MARY S. ALBERTSON	Chairman, Department of Science and Mathematics, Biology
B.S., Cornell University	
M.A., Columbia University	
Advanced Graduate Study: Columbia University; State Teachers College, East Stroudsburg, Pa.; University of Florida; University of Miami	
PAUL W. ALLISON	Director, Evening Classes
A.B., St. Lawrence University	
M.B.A., Harvard University	
Advanced Graduate Work: New York University, University of Southern California	
HOWARD BAKER	Biology
B.S., M.S., Kansas State Teachers College	
ROBERT LEE BATSON, JR.	Business Administration
B.A., Harding College	
M.A., M.Ed., George Peabody College for Teachers	
JAMES M. BAUGHER	Director of Services
B.S., Indiana University	
M.Ed., University of Florida	
FLOYD O. BECHERER	History
A.B., M.A., Washington University	
Advanced Certificate: University of Illinois	
ROY E. BELL	Health, Physical Education
B.S., M.A., University of Florida	
ROSE MARY BIANCAROSA	Languages
B.A., M.A., Florida State University	
ELBERT E. BISHOP	Registrar
B.S., Middle Tennessee State Teachers College	
M.A., George Peabody College for Teachers	
LL.B., University of Florida	
JOSHUA CRANE	Logic, Speech
A.B., Guilford College	
Graduate Work: University of Florida	
RACHEL F. CROZIER	Dean of Women, English
B.S.E., University of Arkansas	
M.A., University of Florida	
Advanced Graduate Study: University of Florida, Duke University, Colorado State Teachers College	
RUTH W. DOOLEY	Assistant Librarian
A.B., Indiana University	
B.S. in L.S., Drexel Institute of Technology	
FRANK M. DUDLEY	Chemistry
B.S., University of Georgia	
M.A., Ohio State University	
Advanced Graduate Study: Ohio State University	
WATSON B. DUNCAN, III	Chairman, Department of Communications, English
B.A., M.A., University of South Carolina	
Advanced Graduate Study: University of North Carolina	
EDITH F. EASTERLING	English
A.B., Mississippi Southern College	
M.A., University of Alabama	

FACULTY

CLYDE P. FERGUSON	Chemistry, Mathematics
B.S., Middle Tennessee State Teachers College	
M.A., George Peabody College for Teachers	
Advanced Graduate Study: George Peabody College for Teachers	
DAVID A. FORSHAY	Social Science, Foreign Language
A.B., Florida Southern College	
M.Ed., University of Florida	
Advanced Graduate Study: University of Florida	
WILLIAM B. GALBRAITH	Mathematics, Physics
B.S., Florida Southern College	
M.Ed., University of Florida	
Advanced Graduate Study: University of Florida, Florida State University	
CRAIG A. GATHMAN	Biology
B.S., Alfred University	
M.S., University of Miami	
Advanced Graduate Study: University of Florida	
GROVER CURTIS GENTRY	Mathematics
A.A., Palm Beach Junior College	
B.S., M.S., Florida State University	
PAUL J. GLYNN	Dean of Men, Director of Student Personnel Services
B.S., New Jersey State College	
M.A., Montclair State College	
EDITH F. HALL	Home Economics, Biology
B.S., M.S., Florida State University	
ESTHER C. HOLT	Business Administration
B.A., Florida State University	
M.A., Ed.S., University of Florida	
NINA K. JENSEN	Art
Diploma, Pratt Institute	
B.S., M.A., Diploma of Fine Arts, Columbia University	
Advanced Graduate Work: University of Berlin, West Berlin Kunstgewerbeschule, Art Students League, Columbia University	
PATRICIA KYLE	English, Journalism
A.B., M.A., Indiana University	
MARILYN JANE LEAF	Health, Physical Education
B.S., M.P.E.H., University of Florida	
FRANCIS L. LEAHY	English, Speech
A.B., Morningside College	
M.A., University of South Dakota	
Advanced Graduate Study: University of Miami	
NEIL R. LOVELACE	Psychology, Education
B.A., M.A., George Washington University	
Ed.D., University of Maryland	
HAROLD C. MANOR	President
B.P.S.M., M.A., Ed.D., Indiana University	
Advanced Graduate Study: University of Florida	
LAURENCE H. MAYFIELD	Guidance, Psychology
B.S., M.S., Kansas State Teachers College	
Advanced Graduate Work: Kansas State Teachers College, University of Colorado	

FACULTY

LEE MCKINNEY	Social Studies
B.S. in Ed., University of Georgia M.A., George Peabody College for Teachers Advanced Graduate Study: George Peabody College for Teachers	
CHARLES A. NICHOLS	Mathematics
B.S., M.S., University of Chicago	
THELMA L. OKERSTROM	General Business
B.A., Marshall College M.Ed., University of Pittsburgh	
JOSEPH ORRIN PAYNE	Social Studies
B.A., Erskine College M.Ed., University of North Carolina Advanced Graduate Study: University of North Carolina	
EMMA JULIA PHILLIPS	English
B.A., M.A., Indiana University Advanced Graduate Study: Indiana University	
JOHN W. PLATT, JR.	English, Logic
A.B., Wofford College M.A., University of South Carolina Advanced Graduate Study: University of North Carolina, University of Tennessee	
ROBERT H. REEVE	Chemistry, Biology
B.S., Maryville College M.S., Lehigh University Advanced Graduate Work: Rutgers University, Duke University	
ELIZABETH S. REYNOLDS	Librarian
B.A., Florida State University B.A. in L.S., Emory University	
ROY RIMMER	Mathematics
B.S., Bethel College M.A., George Peabody College for Teachers Advanced Graduate Study: George Peabody College for Teachers	
LETHA MADGE ROYCE	Chairman, Department of Fine and Technical Arts, Music
B.M., M.M., Florida State University Advanced Graduate Study: University of Michigan	
LILLIAN M. SMILEY	Chairman, Department of Nursing
R.N., Washington University School of Nursing B.S., M.A., Columbia University	
ELISABETH W. SMITH	Chairman, Department of Home Economics, Health and Physical Education
B.S., Nebraska State Teachers College M.A., University of Wyoming Advanced Graduate Study: Indiana University	
CHARLES L. SUTHERLAND, JR.	Education, Physical Education
B.S., Florida Southern College M.S., Springfield College Advanced Graduate Study: University of Florida	
GEORGE THOMAS TATE, JR.	Health, Physical Education
B.S., State Teachers College, Lockhaven, Pennsylvania M.S., Florida State University	

FACULTY

SALLIE R. TAYLOR	Guidance, English
A.B., Florida State University	
M.A., University of Florida	
MEACHAM O. TOMASELLO	English
B.S., Florida State University	
Graduate Work: Florida State University	
HARVEY E. WARD	Chairman, Department of Social Science, Social Science
B.A.E., M.Ed., University of Florida	
DON C. WHITMER	Engineering Drawing
B.S., Iowa State College	
M.A., University of Alabama	
THOMAS F. WYATT, JR.	Engineering Drawing, Mathematics
B.S.E.E., The Citadel	
M.Ed., University of Florida	
Advanced Graduate Study: University of Florida	

PART-TIME FACULTY

DONALD J. BEUTTENMULLER	Mathematics
B.S., Spring Hill College	
M.Ed., University of Florida	
Advanced Graduate Study: University of Chicago	
JANE RITTER BOYCE	English
B.A., Wellesley College	
M.A., Pennsylvania State University	
HERSCHEL CHANEY	Business Administration
B.A., M.Ed., University of Kentucky	
Advanced Graduate Study: Florida State University, University of Oregon, Multnomah College, University Extension, Florida	
FRANK H. DOOLEY	Orchestra
Private study with Reeves, Riese, Birmingham, Rhodes and Lichenberg	
WILLIAM M. HARVEY	Business Law
A.A., Palm Beach Junior College	
LL.B., University of Miami	
FREDDIE JURGEN HOLLING, JR.	Horticulture
B.S., University of Florida	
Graduate Work: University of Miami, Rutgers University	
JONATHAN R. HOLT	Accounting
B.S., B.A., M.A.E., University of Florida	
WILLIAM RICHARD JACKSON, JR.	Foreign Language
B.A., University of Miami	
M.A., University of Minnesota	
Ph.D., University of Illinois	
WILLIAM KIRSHNER	Mathematics
B.S., M.Ed., Bowling Green State University	
Advanced Graduate Study: Northwestern University of Chicago, Cornell	
JOHN T. MC CREA	Bible
B.A., Davidson College	
B.D., Columbia Theological Seminary	
Graduate Work: Columbia Theological Seminary	

PART-TIME FACULTY

GARNETT MOORE SLIKER	Business Administration
B.S., State Teachers College, Indiana, Pennsylvania	
Graduate Work: University of Pittsburgh, University of Florida	
BENJAMIN SWEETING	Business Administration
B.A.E., M.A., University of Florida	
WILLIS FRANKLIN WOODS	Art
B.A., Brown University	
Graduate Work: University of Oregon, The American University	

EMERITUS FACULTY

JOHN I. LEONARD	President Emeritus
B.S., Lombard College	1936-1958
D.N., Chicago College of Naturopathy	
M.A., University of Florida	
Ed.D., Florida Southern College	
IMOGENE A. GROSS	Chemistry, Physics
B.S., Georgia State College for Women	1933-1956
M.A., Johns Hopkins University	
MARIAN FRANCES MORSE	Psychology, Social Studies
A.B., Smith College	1934-1955
M.A., Florida State University	
LOUIS T. B. SOUTHWICK	Engineering Drawing
C.E., Lafayette College	1946-1954

OFFICE STAFF

EDNA D. WILSON	Administrative Assistant
ELIZABETH H. NOBIS	Secretary to President
SUE F. FRAZIER	Secretary to Registrar
ELIZABETH H. BAKER	Secretary to Director of Evening Classes
ANNE EMERSON	Secretary to Director of Student Personnel Services
SONIA G. MATTSON	Bookkeeper
SUZANNE LAMIELL	Record Clerk
JANICE W. HILTUNEN	Receptionist
LENORE C. BENTLEY	Clerk-Typist

GENERAL STAFF

RUTH O. McTAGGART	Cafeteria Manager
EDMUND SEMMENS	Superintendent of Buildings and Grounds

GENERAL INFORMATION

Purposes

Palm Beach Junior College has the following seven purposes:

- (1) To offer two years of accredited college work.
- (2) To provide opportunity for individual attention to students through small classes.
- (3) To provide educational opportunities for many students who could not afford to attend college elsewhere.
- (4) To provide opportunity for young people to develop leadership and to experience the social benefits of college without severing home connections.
- (5) To train students to take their places in higher institutions of learning and in the business and social world.
- (6) To provide terminal education along vocational lines to those students who wish to enter the business or vocational world upon completion of two years of college training.
- (7) To offer, through evening classes, a program of Adult Education embracing courses to meet the cultural, leisure time, personal efficiency and general educational needs of the communities we serve.

History

Palm Beach Junior College was opened for classes in the fall of 1933. It had its inception in service to young men and women who, unable to secure employment following graduation from high school, expressed interest in post-graduate courses. Palm Beach Junior College was organized to meet their need for work beyond high school.

With the cooperation of the County Superintendent of Public Instruction, the Board of Public Instruction, representatives of civic organizations of West Palm Beach and members of the Palm Beach High School faculty (who served as instructors during their free periods without compensation), Palm Beach Junior College began a service and history which has grown richer with the passing years.

From 1933 to February 1948 Palm Beach Junior College was located adjacent to Palm Beach High School. In February 1948 the College was moved to a complete plant on a 21-acre site at the deactivated Morrison Field where it experienced its greatest growth, only to be faced with the necessity of surrendering title to the Air Force for reactivation of the field. Through the cooperation of the Town Commission and people of Lake Park, their town hall was made available to the college as a temporary home. The move to rather restricted quarters substantially reduced both enrollment and faculty but with the addition of space rented in the Community Church of Lake Park, the College again increased the student

body to full capacity of its facilities until, at the opening of college in September 1955, it was forced to refuse admission to over 100 students.

At the present time, following three temporary locations, it is located on its new, 114-acre campus-site. The site was donated to the Board of Public Instruction by the Board of County Commissioners for College use, and an allocation of \$1,147,840 from state sources provided several units of buildings.

The first Advisory Committee of the College consisted of two representatives of each civic club in West Palm Beach, but in 1949 the method of choosing the Committee was changed and the Board of Public Instruction selected the membership from all sections of Palm Beach County so as to create more interest throughout the area the College was designed to serve.

Palm Beach Junior College holds a distinctive place in Florida education as the first junior college in the state to become a part of the educational system of an individual county. In December 1947 it became the first public junior college in Florida to be approved by the State Board of Education for participation in the Minimum Foundation Program.

Accreditation

Palm Beach Junior College is accredited by the Southern Association of Colleges and Secondary Schools and the State Department of Education. Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon completion of two years work at Palm Beach Junior College.

The College is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges and the Florida Association of Colleges and Universities.

Buildings and Equipment

Palm Beach Junior College is located on a 114-acre campus at the corner of Lake Worth Road and Congress Avenue, approximately three miles west of the center of the city of Lake Worth.

The new campus of Palm Beach Junior College provides a splendid grouping of the college buildings with the air-conditioned administration and library building facing Congress Avenue and the science and mathematics building, engineering and technology building, the student union building, and the physical education building located between the administration-library unit and Lake Osborne. A classroom unit of seventeen rooms adjoins the administration building on the east.

The music building is just north of the student center. Additional buildings are planned for the coming years.

Volley ball courts, tennis courts, horse shoe courts, basketball courts, archery and other facilities for physical education are located near the physical education building where adequate showers and lockers are available.

An attractive patio at the student union building permits outdoor dining. The student union building provides a commodious dining room with cafeteria service and an additional area as a lounge.

Housing Facilities

The College has no dormitories. It is necessary for out-of-town students to find rooms in private homes. At the time of registration a listing of rooms which have been examined by a housing committee will be available. The college assumes no responsibility for obtaining or supervising student housing.

Training for Nurses

The College offers two types of nursing training as follows:

PLAN A—For the student who wishes to pursue the first two years of a course leading to a B.S. in Nursing.

PLAN B—For the student who wishes to qualify for a R.N. certificate, nursing education courses are given leading to an Associate in Arts Degree and state nursing examinations.

Program for Veterans

Palm Beach Junior College is approved for veteran's training by the State Department of Education and the Veterans Administration. Veterans who plan to enroll should go to the nearest Veterans Administration Contact Office or County Veterans Service Office with a photostatic copy of Form DD-214, Notice of Separation from the Armed Forces, and make application for a certificate of eligibility and entitlement (V. A. Form 7-1993). When this V. A. Form 7-1993 is received, it should be presented to the College for processing. No veteran is officially enrolled as a veteran until this form is received by the College.

Upon enrollment, veterans attending under P. L. 550 are required to pay all regular fees and charges, just as non-veterans. Upon certification by the College to the Veterans Administration as to satisfactory attendance, progress and conduct, veterans on P. L. 550 will receive educational allowance of \$110.00 a month if single, \$135.00 where there is one dependent, and \$160.00 where there are two or more dependents. Proportionate payments are made for three-fourths or one-half time attendance. Those who are eligible to attend under P. L. 346 or P. L. 894 may receive further information from the Veterans Administration Office.

Evening College Program

Through evening classes, Palm Beach Junior College offers an extensive program for adults. Under certain circumstances, it will be possible for adults to complete the work for the Associate Degree by taking courses offered solely in the evening.

College classes are regularly offered in September, February and June, but will be organized whenever there is sufficient demand to meet requirements under the college program or the State Minimum Foundation Program. Instructors are members of the college faculty or others of equivalent competency.

GENERAL REGULATIONS

Admission

METHODS OF ADMISSION. (1) *Certificate of Graduation*—The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted.

(2) *State High School Equivalency Certificate*—Legal residents of Florida who are at least 20 years of age may qualify for this certificate upon successful completion of the General Education Development Tests. These tests are administered in the office of Adult Education which is an official testing center for the State Department of Education. Veterans who complete the G. E. D. tests while on active duty are also eligible for the Equivalency Certificate on the same basis as non-veterans. The final decision on admission rests with the Registrar.

ADMISSION TO ADVANCED STANDING. Students who enter from other colleges or universities and who ask for advanced standing must furnish a statement of honorable dismissal and an official transcript of the work done in the college or university from which they come, together with a complete statement of the subjects offered for entrance at the former school. Courses on the transcript which carry a grade of D will not be accepted for credit. The amount of credit allowed for a quarter, semester or summer term will not exceed the amount the student would have been permitted to earn during the same period of time in this College. Students who are not permitted to return to the institution they last attended will not be admitted to the Palm Beach Junior College until they have remained out of school for one full semester.

READMISSION. All Palm Beach Junior College students are required to attend to their duties conscientiously as a condition of their continuance in the College. Any student who has failed more than half his work during the first semester will not be permitted to register for the second semester. In computing this half, a grade of WF (withdrawn failing) will be included as a failing grade.

Pre-Counseling

Pre-counseling will be held during the summer. Students should make every effort to have all forms on file in the registrar's office as early as possible. As soon as the application file is complete and the student has received the acceptance letter, he should make application for pre-counseling.

Pre-counseling will be done periodically throughout the summer and any applicants who expect to be out of town for most of the summer months

should make arrangements for pre-counseling before leaving.

An "earnest" fee of \$10.00 is required at time of pre-registration. This fee is not refundable but will be credited to the student's fees at time of registration in September.

Physical Examination

Upon entrance, every full time day student coming to the Palm Beach Junior College must present a certificate from a physician giving detailed information as to his physical condition. This examination should be made within the three-month period prior to the student's entrance to the college. The blank form for the examination will be sent out by the Registrar with other registration blanks and material to all students who have applied for admission. It is urged that it be filled out by the physician only after a thorough physical examination. All questions should be answered accurately and any handicap or abnormality noted. If the examination is not made prior to entering, it must be done before registration is completed.

General Fees

Application Fee \$ 10.00

This "earnest" fee is required at time of application. It is not refundable but will be credited to the student's fees at time of registration.

DISTRICT DAY STUDENTS

	First Semester	Second Semester
Registration Fee.....	\$ 37.50	\$ 37.50
Student Activity Fee.....	10.00	10.00
Library Fee.....	1.00	1.00
Laboratory Fee (each science course).....	5.00	5.00

NON-DISTRICT DAY STUDENTS

(See Student Classifications, Page 18)

Registration Fee.....	\$ 37.50	\$ 37.50
Tuition Fee.....	25.00	25.00
Student Activity Fee.....	10.00	10.00
Library Fee.....	1.00	1.00
Laboratory Fee (each science course).....	5.00	5.00

NON-FLORIDA DAY STUDENTS

(See Student Classifications, Page 18)

Registration Fee.....	\$ 37.50	\$ 37.50
Tuition Fee.....	100.00	100.00
Student Activity Fee.....	10.00	10.00
Library Fee.....	1.00	1.00
Laboratory Fee (each science course).....	5.00	5.00

SPECIAL DAY STUDENTS

(See Student Classifications, Page 18)

	First Semester	Second Semester
Registration Fee	\$ 5.00	\$ 5.00
Special Student Fee (District)		
per credit hour	5.00	5.00
Special Student Fee (Non-District)		
per credit hour	5.00	5.00
Special Student Fee (Non-Florida)		
per credit hour	10.00	10.00
Library Fee	1.00	1.00
Maximum General Fee charged		
District Students	48.50	48.50
Maximum General Fee charged		
Non-District Students	73.50	73.50
Maximum General Fee charged		
Non-Florida Students	148.50	148.50
A special student whose fees are less than the maximum fees may be given an activity card by paying the difference or, the \$10 activity fee.		
Laboratory Fee (each science course)	5.00	5.00
EVENING STUDENTS		
Registration Fee	\$ 5.00	\$ 5.00
Student Fee (per clock hour)	3.00	3.00
Library Fee	1.00	1.00
Laboratory Fee (each science course)	5.00	5.00

Special Fees

Late Registration Fee	\$ 5.00
This fee is charged all students who do not complete their registration on the dates set by the College.	
Repeat Fee	2.00
Students who are required to repeat courses because of failure, or who wish to repeat them to raise a non-transferable grade, must secure the permission of the Registrar and pay this fee.	
Deferred Payment Fee, Regular Student	5.00
Deferred Payment Fee, Special Student, per course	1.00
(See Payment of Fees, page 18)	
Individual Course Withdrawal Fee	1.00
(See Withdrawals, page 19)	
Transcript Fee	1.00
Transcripts beyond the first one, which is furnished free of charge, will not be sent until this fee is paid.	
Graduation Fee	7.25
This cap, gown, and diploma fee is payable at beginning of last semester prior to graduation. It is refunded if the student fails to meet the requirements for graduation.	
Special Semester Examination Fee	3.00
Special Announced Test Fee	2.00
(See page 20)	
Breakage Fee, Chemistry Laboratory	2.00

Home Economics 101 (Nutrition) Laboratory Fee	5.00
Home Economics 102 or 201 (Clothing Construction) Laboratory Fee	2.00

PAYMENT OF FEES. Tuition and fees are due at the time of registration. By payment of a service fee of \$5.00, a student may defer payment of fees by making a minimum payment of \$20.00 and paying the balance in accordance with an agreed schedule. A special student who defers payment will be charged a service fee of \$1.00 per course.

Any student carrying twelve or more semester hours in a combination of day and evening classes, by permission of the Registrar, will pay fees according to the day schedule and not pay fees for evening classes.

Fees for makeup examinations must be paid before the student is allowed to take the examination.

REFUNDS. Students who withdraw within the first five days of any semester, not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. Laboratory fees will be refunded in full to day students if class is dropped during first two weeks of the semester, provided the student remains in college.

PURPOSE OF STUDENT ACTIVITY FEE. A student activity fee, paid by each regular student at the beginning of each semester, is administered by the Executive Council of the Student Government and is used to defray expenses connected with maintaining the following activities: athletics, college paper, college annual, and such social activities as may be sponsored by the College.

The payment of this fee entitles the student to an activity card by which he is admitted free to the games, programs, and social activities of the college.

Student Classifications

SOPHOMORE AND FRESHMAN. A student is considered a sophomore when he has completed twenty-eight semester hours of credit, regardless of the number of semesters he has been in attendance. When he has completed less than twenty-eight semester hours of credit, he is a freshman.

Resident or Non-Resident Students

NON-FLORIDA STUDENTS. Unless the student (or, if a minor, his parents, parent, or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as a non-Florida student and be subject to the out-of-state tuition fee of \$100 per semester.

DISTRICT STUDENTS. A student is considered a District Student when he (or, if a minor, his parents, parent, or legal guardian) has had his place of bona fide permanent residence in the State of Florida and the county of Palm Beach for at least twelve months immediately preceding his registration at Palm Beach Junior College.

NON-DISTRICT STUDENTS. A student is considered a Non-District Student when he (or, if a minor, his parents, parent, or legal guardian) has had his place of bona fide permanent residence for at least twelve months immediately preceding his registration at Palm Beach Junior College, in the State of Florida and in a county of Florida, other than Palm Beach

County which is cooperating in the Junior College Minimum Foundation Program.

REGULAR AND SPECIAL. A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student.

Orientation and Testing

In order that freshmen and transfer students from other colleges may become acquainted with the standards, regulations, and facilities of Palm Beach Junior College before the actual opening of classes, an orientation period during registration week has been arranged to assist them.

During this period students become acquainted with the location of classrooms and the centers of college activity and are instructed in the values of a college education, the most desirable study habits, and the elements involved in choosing a career. In turn, the faculty become acquainted with the students through a series of placement tests and individual conferences.

All students enrolling twelve or more semester hours at Palm Beach Junior College for the first time will be required to take a series of orientation tests announced by the Student Personnel Office. Students enrolling in eleven semester hours or less are encouraged to take these tests. The results of these tests will be filed in the Guidance Office and will be used by Counselors to assist students in the selection of courses and for planning their class work. They are not used for determining entrance or for elimination of students. Enrollment will not be complete until students have finished the orientation tests.

All freshman and transfer students are required to participate in the orientation program.

Student Conduct

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Government of the College is formulated and administered by the Administrative Committee consisting of the President, the Registrar, the Dean of Men, the Dean of Women, and one additional member of the faculty. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by this committee.

Attendance

CLASS ATTENDANCE. A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the student handbook.

WITHDRAWALS. A student who finds it necessary to withdraw from any course must secure from the Registrar's office a withdrawal card, have it properly filled in and signed, and pay a fee of \$1.00. This procedure must be followed if the student expects to receive an honorable dismissal. A student who withdraws from any class before the end of the first quarter

of any semester will be marked "withdrawn" with no grade recorded. Students who withdraw from school or from any class after the first quarter of any semester, except upon recommendation of the Registrar, will be given a WP (withdrew passing) or WF (withdrew failing) by the instructor in each of the classes from which he withdraws.

ABSENCE FROM EXAMINATIONS. Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special semester examination and a fee of \$2.00 for a special announced-test given during the semester.

Grading

GRADING SYSTEM. The following grading system is used in Palm Beach Junior College:

A—Excellent	I—Incomplete
B—Good	F—Failure
C—Fair	WP—Withdrew passing
D—Poor but passing	WF—Withdrew failing

QUALITY POINTS. At the end of each semester quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour.

The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of credits.

GRADE REPORTS. Reports of grades are sent every nine weeks to parents or guardians of students living under their supervision.

DEAN'S LIST. The Dean's List is posted at the end of each semester. All regular students who have made an average of 3.0 or more (B or above) and are carrying 14 or more semester hours will have their names placed on the Dean's List.

Requirements for Graduation

The Degree of Associate in Arts is conferred on students who satisfactorily comply with the following requirements:

- (1) The student must complete a total of not less than sixty-four semester hours of credit.
- (2) At least fifteen semester hours of credit must be earned in residence, and the student must be in attendance during the semester in which the diploma is earned.
- (3) A grade average of not less than 2.0 or C must be achieved in all work attempted.
- (4) At least fifteen of the required sixty-four semester hours must be taken in courses of sophomore rank numbered 200-299. Eight semester hours of Biology 101-102, Chemistry 101-102 or 111-112, may be counted as 200 courses.
- (5) Six semester hours in English 101-102 is required. Student must register for these courses in the freshman year.
- (6) A study of the United States Constitution must be made. This require-

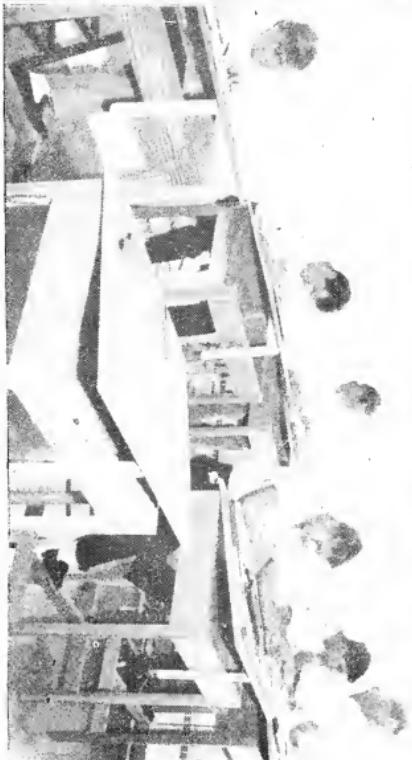
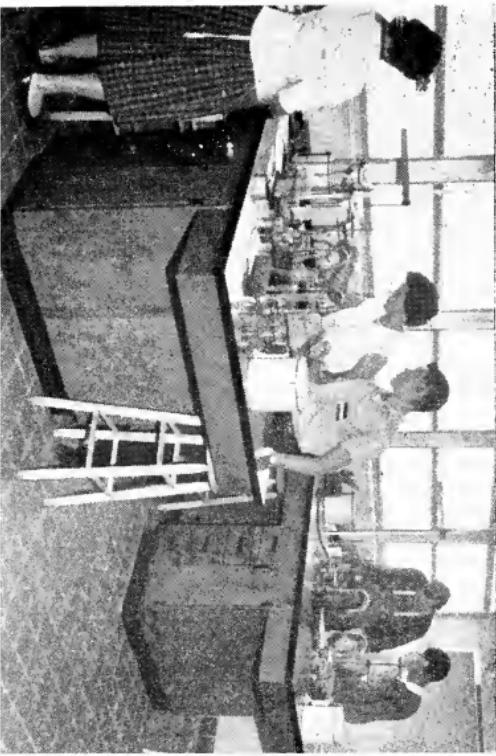
ment may be met by one of the following courses: Social Science 102, Political Science 201 or American History 201.

(7) One year of Health Education or the equivalent is required. Students must register for this course in the freshman year. Two years of physical education must be completed by all students except adults who have reached their twenty-fifth birthday, veterans, and adults who are enrolled only in the Evening College Program. Other students may be excused from the physical education program by a medical certificate.

(8) Student must make formal application for graduation on the proper form furnished by the Registrar.

Changes

Any statement in this catalog is subject to change by the Administrative Committee of the College. Any question concerning the interpretation of any regulation in this catalog will be referred to the registrar, and his decision will be final.



COLLEGE LIFE

Student Body Organizations

STUDENT GOVERNMENT. The management of student activities is vested in the Executive Council of the Student Government which is composed of the four elective officers of the Student Government, the four elective officers of the Sophomore Class, the four elective officers of the Freshman Class, and three faculty members appointed by the President of the College.

CO-ED CLUB. All young women registered in the College are automatically members of the Co-Ed Club, a service organization that acts on matters of special interest to the women students and that sponsors parties, teas, dances, and informal lectures on subjects of interest to the girls of today.

ESQUIRE CLUB. An organization composed of all the men in the college for the purpose of social and community activities. The club works to improve the welfare of the students through the sponsorship of a sports program throughout the year.

Honorary Organizations

PHI THETA KAPPA. Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character, and to cultivate fellowship among the students. Members are chosen from the upper scholastic ten percent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

PHI RHO PI. Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior colleges. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in inter-collegiate debate, oratory, extemporaneous speaking, dramatic reading, or similar forensic contests, or who have achieved distinction in public speaking.

SIGMA EPSILON MU. This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics.

To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

Student Publications

THE BEACHCOMBER. *The Beachcomber*, the college newspaper, is published monthly. Staff members may or may not have previous news-

paper experience. The staff is changed at the beginning of each semester. Students receive practical experience in the fields of editing, reporting, photography, art, business management, and advertising.

THE GALLEON. *The Galleon*, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

THE LITERARY MAGAZINE. The literary magazine is published each semester. The contributions represent the best creative literary work by students. The staff membership is open to the student body.

Special Interest Groups

AMATEUR RADIO CLUB. The Sunburst Amateur Radio Club is composed of students interested in amateur radio. No license is required to join. Classes are held to prepare non-licensed members for the FCC examinations. The club owns an FCC licensed station for the use of qualified members.

AMERICAN ACADEMY OF SCIENCES. The Palm Beach Junior College Chapter of the Florida Collegiate Academy of Sciences was organized in June 1958. Its purpose is to further the acquisition and exchange of information in the fields of mathematics, physical, biological, and social sciences. Membership is open to any student or faculty member who is interested. The program includes the discussion of scientific subjects and field trips.

THE CIRCLE K CLUB, sponsored by the West Palm Beach Kiwanis Club, was organized in October 1952. It is composed of young men interested in service to the college and the community.

COLLEGE FORUM. The Forum is open to all students and faculty and meets regularly to discuss topics of mutual interest.

COLLEGE SINGERS. Membership in the College Singers is open to all students who like to sing. A varied program of choral music will be studied and performed. One hour credit a semester is given.

DEBATING. Practice in debating is open to all speech students who wish to participate. From those participating, two or more teams are selected to debate with other colleges. Debaters will also appear on local radio stations and before civic clubs.

DRAMATICS. All students who wish to do so have an opportunity of participating in dramatics. Several plays are given each year by Phi Rho Pi, speech honorary, and other organizations.

INTERNATIONAL LANGUAGE CLUB. The International Language Club is composed of students enrolled in foreign language courses and is organized to afford the students personal expression with respect to languages and culture of French and Spanish American nations.

ORCHESTRA. Membership in The Palm Beach Junior College Orchestra is open to qualified students and adults. Rehearsal is one night each week.

RELIGIOUS GROUPS. The College endeavors to foster on the campus a religious atmosphere which functions in the everyday affairs of college

life. Various religious organizations are formed from time to time by groups from the student body.

STUDENT NATIONAL EDUCATION ASSOCIATION. The membership is composed of students interested in the teaching profession. The John I. Leonard Chapter of S.N.E.A. seeks to provide its members with opportunities for developing personal growth and professional competences and to provide experiences which will interest capable students in teaching as a career. This organization is affiliated with the National Education Association.

VETERANS ASSOCIATION. Membership is made up of all veterans from the different branches of service. The aim of the club is to assist the veteran in adjusting to college life and to offer a social program equal to his maturity. The club also works with the different reserve units to inform the non-veteran student as to his military obligation.

WOMEN'S RECREATION ASSOCIATION. This is an organization formed to promote interest and provide recreational activities for the women of the college and is available to any woman student. Through means of a point system, awards are presented to those participating in and attending the various athletic and recreational activities planned by the members

Social Clubs

Palm Beach Junior College has the following social organizations: Philo and Thi Del Clubs for women, and Phi Da Di, Alpha Fidelphia and Chi Sig clubs for men. The Inter-Social Club is an organization composed of two representatives from each social club. The purpose of the Club is to establish policies on all activities which the social clubs have in common, such as rush parties and pledging.

Intramural and Recreational Activities

Intramural and recreational activities are available to all students at Palm Beach Junior College. These activities are sponsored by the Department of Health and Physical Education under the direction of the Student Intramural and Recreational Board.

This is an organization formed to promote interest and provide recreational activities for the men and women of the college. Some of the intramural activities offered are: archery, flag football, soccer, bowling, volleyball, softball, basketball, table tennis, badminton, golf, free throw contest, swimming, and tennis.

Some of the recreational activities offered are: Annual beach'a'que, turkey trot, picnic, carnival, weightlifting, and water activities.

Additional activities will be offered as the students' needs and interests are indicated.

Assemblies

Student Assemblies are arranged whenever programs of interest are available to the student body.

Eligibility for Student Activities

Only regular students are eligible for voting or holding office in any stu

dent organization. Additional requirements for office-holding are a C average in the semester preceding the election (or in the case of freshmen or transfer students, a C average on the transcript) and the maintaining of a C average during the term of office.

Only regular students are eligible for active participation in such activities as dramatics, debating, intramural sports, and the publication of the college annual or paper. Such participants must have a C average during the preceding semester (or, in the case of freshmen or transfer students, a C average on the transcript). Special students who pay the student activity fee may participate in co-curricular activities subject to the approval of the Administrative Committee.

Only regular students are eligible for membership in the social clubs, and they may not be initiated unless they have a C average during the quarter in which they have served their pledge.

SCHOLARSHIPS, AWARDS AND LOANS

Local Scholarships

A number of scholarships are offered by local organizations and individuals to properly qualified students. They are awarded on the basis of (1) the applicant's personal and professional worth and (2) the applicant's need. The award of a scholarship is made on the assumption of the student's carrying a normal load of studies through two consecutive semesters.

Scholarships Awarded by the College

Application for the following scholarships should be made to: The Scholarship Committee, Palm Beach Junior College.

American Legion, Palm Beach Post No. 12: One scholarship of \$100 awarded annually.

Arnold, J. Y. Jr., Arnold Construction Company: One scholarship of \$100 awarded annually.

Jayceettes of Lake Worth: One \$50 scholarship awarded for spring semester.

Jaycee Wives' Club of the Palm Beaches: Five \$100 scholarships awarded annually.

Kiwanis Club of Southside, West Palm Beach: One scholarship of \$100, awarded annually. Student must reside in West Palm Beach between Okeechobee Road and the West Palm Beach canal.

John I. Leonard Scholarship Fund: This fund was contributed by organizations and individuals in the community to honor Dr. Leonard. Four \$100 scholarships are available in 1959-60.

Lions Club of the Palm Beaches: Two scholarships of \$100 each, awarded annually, one of which is to a student who is preparing to teach.

H. C. Moores: One scholarship of \$100 awarded annually.

Norman's: One \$100 scholarship to a girl, awarded annually by Norman's, 306 Clematis Street, West Palm Beach.

Oil Industries Scholarship Fund: Monies contributed by Palm Beach County oil dealers.

Palm Beach County Classroom Teachers Association, Henry A. Newell Scholarship in Education: Two scholarships covering books and fees to the amount of \$125. Applicant must take one course in education.

Review Club of Lantana: One \$50 scholarship awarded annually.

Rinker Companies Foundation: Five \$100 scholarships awarded annually.

Soroptimist Club of Lake Worth, Lantana, Boynton: One \$100 scholarship awarded annually.

Veterans of Foreign Wars, Lake Worth Post No. 3588: One \$100 scholarship awarded annually to a Lake Worth High School graduate.

Charles H. Warwick, Jr. in memory of James S. Warwick: One scholarship of \$100 awarded annually.

Scholarships Awarded by Donors

Application for the following scholarships should be made through the Administration of the applicant's high school or through the donor organization.

Beta Club of Seacrest High School: One scholarship of \$100 awarded annually to a Seacrest High School graduate.

Beta Theta Chapter, Beta Sigma Phi, West Palm Beach: One scholarship of \$100 awarded annually.

Boynton Woman's Club: One \$100 scholarship awarded annually to a Seacrest High School graduate from Boynton Beach.

Civitan of Delray: One scholarship of \$300 for two years.

Delta Kappa Gamma: One \$50 scholarship awarded to a student of education. Application should be filed with Mrs. Hall of the Palm Beach Junior College Faculty.

Exchange Club of Lake Worths One two-year scholarship, \$125 per year, awarded annually to a graduate of Lake Worth High School.

Fraternal Order of Police Associates of Lake Worth: One two-year scholarship awarded annually by this organization covering books and fees.

Future Teachers of Palm Beach High School: One \$100 scholarship awarded to a member of the organization.

National Secretaries Association: One \$100 scholarship to girl majoring in business.

Palm Beach Chapter of the Sons of the American Revolution: Joseph Kenney \$150 scholarship to a male sophomore.

Palm Beach High Choir Patrons Association: One \$150 scholarship, awarded annually.

Rotary of Delray: One \$100 scholarship.

Sinawik Club, Lake Worth: One two-year scholarship awarded annually to a graduate of Lake Worth High School, covering fees and textbooks for the freshman year and textbooks only for the sophomore year.

United Daughters of the Confederacy, Thomas Benton Ellis Chapter, West Palm Beach: One \$100.00 scholarship awarded annually in memory of Mrs. Floy Wood Turner. Qualifications for this scholarship include the following: 1. Certified proof of Confederate record of ancestor, with company and regiment in which he served. (This can be secured from the Adjutant General's Office, War Department, Washington, D. C.) 2. Must be endorsed by local chapter president. 3. Must make application upon official blank to be furnished by the chapter.

West Palm Beach Woman's Club, Education Department: One \$100 scholarship awarded annually.

West Palm Beach Woman's Club, Fine Arts Department: One \$100 scholarship awarded annually to a student studying art.

Zonta Club, West Palm Beach: One \$100.00 scholarship awarded annually

in memory of Miss Anna Barber to a girl graduate of Palm Beach High School. Application should be made to Zonta Scholarship Committee, Box 2809, West Palm Beach.

Scholarships Available to Graduating Sophomores for Upper Division Study

American Association of University Women: A \$100 gift scholarship awarded to a girl. Application is made to the Association. Requirements are "B" average, at least; a statement as to need for assistance, and an acceptance from an AAUW approved college.

Calvin W. Campbell Memorial Scholarship: A \$1000 gift scholarship awarded annually by First Federal Savings and Loan of West Palm Beach in memory of its founder. This scholarship, which is renewable for the senior year, if the winner has had a successful junior year, is awarded on the basis of scholastic achievement and need. Applicants to the college counseling office should have a "B" average at least.

Rotary Club of West Palm Beach South: A \$100 gift scholarship awarded to the valedictorian.

Palm Beach County Restaurant Association: A \$500 scholarship to a Palm Beach Junior College graduate who plans to major in Restaurant Management at Florida State University. Applicant may be male or female but must be a resident of Florida.

A number of organizations in Palm Beach County award scholarships to local high school graduates who may attend the college of their choice. Palm Beach Junior College students are eligible for these scholarships from these organizations: County Council, P.T.A. (\$400 year); American Legion Auxiliary No. 164, Boynton Beach (\$100); Business and Professional Woman's Club of Lake Worth (\$25 on books); Lake Worth Lions Club (\$100 year).

State Scholarships

General Scholarships: In order to encourage students to prepare themselves for the teaching profession, the Florida Legislature has provided a number of scholarships of \$400.00 each for students of Palm Beach County. The holder of a General Scholarship must attend an institution of higher learning in Florida approved by the State Board of Education. Palm Beach Junior College is one of the approved institutions.

Holders of these scholarships promise to teach in Florida at least one year for each year the scholarship is held and register for courses leading to a degree in education.

These scholarships are available to Palm Beach Junior College students and are granted on competitive examinations which are held in April and October of each year. Further information may be secured from the State Department of Education or the County Superintendent of Public Instruction.

Vocational Rehabilitation Scholarships

The Rehabilitation Section of the State Department of Education provides limited assistance to persons who are physically handicapped. Require-

ments for eligibility for this assistance are as follows: The applicant must have a permanent major physical disability, must be sixteen years old or over, must have a good scholastic record, and must take courses that will prepare him for some vocation at which he can earn a living. Applications for this assistance should be made prior to July 1 for the following year. Students who wish to apply should write to the Director of Vocational Rehabilitation, 125 Lakeview Avenue, West Palm Beach, Florida.

Student Loan Fund

A student loan fund is available whereby students may borow funds up to \$50. For details, see Director of Services, Chairman of Scholarship Committee or President of Student Government. Other organizations in Palm Beach County have scholarships and loan funds which are open to Palm Beach Junior College students. For information concerning these, contact the Registrar's Office.

CURRICULUM

Courses numbered 100 to 199 are first year courses.

Courses numbered 200 to 299 are second year courses.

Courses with numbers connected by a hyphen (as 101-2) are courses which must be completed if used for graduation.

If each semester of a course is written up separately, credit is given for one semester without the completion of the other, unless prerequisites so require.

	3	sem.	hrs.		3	sem.	hrs.
Accounting 101				Drama 102			
Accounting 102	3	"	"	Economics 201-202	6	"	"
Accounting 103	2	"	"	Economics 203	3	"	"
*Accounting 201	3	"	"	Education 101	3	"	"
*Accounting 202	3	"	"	Education 203	3	"	"
*Accounting 203	3	"	"	Electricity 101	6	"	"
Art 101	3	"	"	Electricity 102	6	"	"
Art 102	3	"	"	Electricity 201	4	"	"
Art 103	3	"	"	Electricity 202	4	"	"
Art 104	3	"	"	Electronics 211	6	"	"
Art 110	2	"	"	Electronics 212	6	"	"
Art 111	2	"	"	Electronics 214	3	"	"
Art 201	3	"	"	Engineering 101	3	"	"
Art 202	3	"	"	Engineering 102	3	"	"
Art 203	2	"	"	Engineering 201	2	"	"
Art 210	2	"	"	Engineering 202	3	"	"
Bible 101	2	"	"	English 101-R	3	"	"
Bible 102	2	"	"	English 101	3	"	"
Biology 101-102	8	"	"	English 102	3	"	"
Biology 103-104	6	"	"	English 201	3	"	"
Biology 105	3	"	"	English 202	3	"	"
Biology 106	3	"	"	English 203	3	"	"
Biology 201-202	6	"	"	English 204	3	"	"
Biology 203	3	"	"	French 101-102	6	"	"
Biology 204	3	"	"	French 201	3	"	"
Biology 205	1	"	"	French 202	3	"	"
Biology 206	2	"	"	French 213	2	"	"
Business 200	3	"	"	French 214	2	"	"
Business				Geography 101	3	"	"
Correspondence 201	2	"	"	*German 101	3	"	"
Business Education 105	1	"	"	*German 102	3	"	"
Business Law 201	3	"	"	Health Education 101	$\frac{1}{2}$	"	"
Business Law 202	3	"	"	Health Education 102	$\frac{1}{2}$	"	"
Chemistry 101	4	"	"	Health Education 103	1	"	"
Chemistry 102	4	"	"	History 101	3	"	"
Chemistry 103	3	"	"	History 102	3	"	"
Chemistry 111	4	"	"	History 201	3	"	"
Chemistry 112	4	"	"	History 202	3	"	"
Chemistry 201	4	"	"	*History 211	3	"	"
Chemistry 202	4	"	"	*History 212	3	"	"
Chemistry 204	2	"	"	Home Economics 101	3	"	"
Chemistry 205	2	"	"	Home Economics 102	3	"	"
Chemistry 211	4	"	"	Home Economics 103	2	"	"
Chemistry 212	4	"	"	Home Economics 201	3	"	"
Drama 101	3	"	"	Home Economics 202	3	"	"

* Offered in Evening College Program only.

£ Offered if there is sufficient demand.

Home Economics 203	3	sem. hrs.	Machines 101	3	sem. hrs.
†Home Economics 210	3	"	Office Practice 102	3	"
†Home Economics 211	3	"	Office Practice 203	3	"
†Home Economics 212	3	"	*Philosophy 101	3	"
*Horticulture 201	3	"	Physical Education 101	½	"
*Horticulture 202	3	"	Physical Education 102	½	"
Journalism 101	3	"	Physical Education 201	½	"
Journalism 102	3	"	Physical Education 202	½	"
Logic 105	3	"	Physical Science 101	3	"
Mathematics 100	3	"	Physical Science 102	3	"
Mathematics 101	3	"	Physics 201-202	8	"
Mathematics 102	3	"	Physics 205-206	8	"
Mathematics 103	1	"	Political Science 201	3	"
Mathematics 104	3	"	Political Science 202	3	"
Mathematics 105	3	"	Psychology 201	3	"
Mathematics 106	3	"	Psychology 202	3	"
Mathematics 151	4	"	Shorthand 101	3	"
Mathematics 152	4	"	Shorthand 102	3	"
Mathematics 173	5	"	Shorthand 201	3	"
*Mathematics 200	3	"	Shorthand 202	3	"
Mathematics 201	3	"	Social Science 101	3	"
Mathematics 202	4	"	Social Science 102	3	"
Mathematics 203	4	"	Spanish 101-102	6	"
Medical Transcription 202	3	"	Spanish 201	3	"
Music 101	2	"	Spanish 202	3	"
Music 105	4	"	Spanish 213	2	"
Music 106	4	"	Spanish 214	2	"
Music 107	1	"	Speech 101	3	"
Music 108	1	"	Speech 102	3	"
Music 205	4	"	Speech 201	3	"
Music 206	4	"	Transcription 201	3	"
Music 207	1	"	Typewriting 101	2	"
Music 208	1	"	Typewriting 102	2	"
Office Practice and			Typewriting 201	2	"

* Offered in Evening College Program only.

† Offered in Summer Session only.

CURRICULA

Curricula Leading to Associate In Arts Degree

The following curricula are SUGGESTED only. They presume the completion of certain prerequisites in high school, and are outlined to meet the lower division requirements at most colleges and universities. A student who expects to transfer to a senior college should consult the announcement of courses of that college to determine what courses are required. Courses of study approved by various accredited senior colleges are on file in the Registrar's office for use by students who expect to transfer to those colleges.

All students who graduate from Palm Beach Junior College are required to complete the following courses: English 101-102; Social Science 102, Political Science 201 or American History 201; Health Education 101-2; Physical Education 101-2 and 201-2. (See exceptions for Health Education and Physical Education requirements on page 21 (7).

General Curriculum

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	English 102	3
Social Studies	3	Social Studies	3
Physical Science 101 or Biological Science 101	3 or 4	Physical Science 102 or Biological Science 102	3 or 4
Health Education 101	½	Health Education 102	½
Physical Education 101	½	Physical Education 102	½
Electives	6	Electives	6
	16 or 17		16 or 17

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 201 or Foreign Language	3	English 202 or Foreign Language	3
Social Studies	3	Social Studies	3
Biological Science or Physical Science	3 or 4	Biological Science 101 or Physical Science 101	3 or 4
Electives	6	Electives	6
Physical Education 201	½	Physical Education 202	½
	15½ or 16½		15½ or 16½

Art for Advertising and Industry (Technical or Terminal)

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	English 102	3
Social Studies	3	Social Studies	3
Art 101	3	Art 102	3
Art 103	3	Art 104	3
Art 110	2	Art 111	2
Health Education 102	½	Health Education 101	½
Physical Education 101	½	Physical Education 102	½
Electives	2 or 3	Electives	2 or 3
	17 or 18		17 or 18

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 201	3	English 202	3
Art 201	3	Art 202	3
Art 210	2	Art 203	2
Psychology 201	3	Psychology 202	3
Mathematics 106	3	Logic 105	3
Speech 101	3	Music 101	2
Physical Education 201	½	Physical Education 202	½
	17½		16½

Art (University Parallel)

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	English 102	3
Social Studies	3	Social Studies	3
Biology 101	4	Biology 102	4
Art 101	3	Art 102	3
Art 103	3	Art 104	3
Health Education 101	½	Health Education 102	½
Physical Education 101	½	Physical Education 102	½
	17		17

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Art 110	2	Art 111	2
Art 201	3	Art 202	3
English 201	3	English 202	3
Physical Science 101	3	Psychology 201	3
Mathematics 106	3	Logic 105	3
Elective	2	Elective	2
Physical Education 201	½	Physical Education 202	½
	16½		16½

Engineering Aide Program in Electrical Technology

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Electricity 101	6	Electricity 102	6
Engineering 101	3	English 102	3
English 101	3	Health Education 102	½
Health Education 101	½	Mathematics 173	5
Mathematics 103	1	Physical Education 102	½
Mathematics 151	4	Social Studies	3
Physical Education 101	½		
	18		18

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Electricity 201	4	Electricity 202	4
Electronics 211	6	Electronics 212	6
Physical Education 201	½	Electronics 214	3
Physics 201	4	Physical Education 202	½
Social Studies	3	Physics 202	4
	17½		17½

Engineering (University Parallel)

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Chemistry 111	4	Chemistry 112	4
Engineering 101	3	Engineering 102	3
English 101	3	English 102	3
Health Education 101	½	Health Education 102	½
Mathematics 103	1	Mathematics 152	4
Mathematics 151	4	Physical Education 102	½
Physical Education 101	½	Electives	2 or 3
	16		17 or 18

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Mathematics 202	4	Engineering 202	3
Physical Education 201	½	Mathematics 203	4
Physics 205	4	Physical Education	½
Social Studies	3	Physics 206	4
Electives	6	Social Studies	3
	17½	Electives	3
			17½

Forestry (University Parallel)

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	English 102	3
Mathematics 101	3	Mathematics 102	3
Biology 101	4	Biology 102	4
Social Studies	3	Social Studies	3
Engineering 101	3	Health Education 102	½
Health Education 101	½	Physical Education 102	½
Physical Education 101	½	Electives	3
	17		17

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Chemistry 111	4	Chemistry 112	4
English 202	3	English 201	3
*Horticulture 201	3	*Horticulture 202	3
Physical Education 202	½	Physical Education 201	½
Physics 201	4	Physics 202	4
Electives	2	Electives	3
	16½		17½

Law (University Parallel)

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	English 102	3
Foreign Language	3	Foreign Language	3
Mathematics 101 or		Mathematics 102 or	
Science 101	3 or 4	Science 102	3 or 4
Social Studies	3	Social Studies	3
Speech 101	3	Speech 102	3
Health Education 101	½	Health Education 102	½
Physical Education 101	½	Physical Education 102	½
Elective	1		
	16 or 17		16 or 17

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 201	3	English 202	3
Business Mathematics 104	3	Economics 203	3
Economics 201 or		Economics 202 or	
Psychology 201	3	Psychology 202	3
Foreign Language	3	Foreign Language	3
Physical Education 201	½	Physical Education 202	½
Political Science 201	3	Political Science 202	3
Electives	2	Electives	2
	17½		17½

* Offered in Evening College Program only.

£ Unless two years of high school and one year of college work have been completed in one language.

† Suggested Electives: English Literature, Physical and Biological Sciences, Foreign Language, and Social Science.

Music Education (University Parallel)**FIRST YEAR**

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	Art 110	2
Health Education 101	½	Education 101	3
Music 101	2	English 102	3
Music 105	4	Health Education 102	½
Music 107	1	Music 106	4
Physical Education 101	½	Music 108	1
Social Studies	3	Physical Education 102	½
Speech 101 or Mathematics 106	3	Social Studies	3
	16 or 17		17

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 201	3	Education 203	3
Music 205	4	Music 206	4
Music 207	1	Music 208	1
Physical Education 201	½	Physical Education 202	½
Physical Science 101	3	Physical Science 102	3
Psychology 201	3	Electives	6
Electives	3		
	17½		17½

Teaching (University Parallel)**FIRST YEAR**

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	English 203	3
Education 101	3	Social Studies	3
Social Studies	3	Foreign Language	3
Foreign Language	3	Biological Science 102 or Physical Science 102	3 or 4
Biological Science 101 or Physical Science 101	3 or 4	Speech 101	3
Health Education 101	½	Health Education 102	½
Physical Education 101	½	Physical Education 102	½
	16 or 17		16 or 17

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Social Studies	3	Social Studies	3
*Foreign Language	3	*Foreign Language	3
Psychology 201	3	Education 203	3
Physical Science 101 or Biological Science 101	3 or 4	Physical Science 102 or Biological Science 102	3 or 4
Physical Education 201	½	Physical Education 202	½
Electives	3	Electives	3
	15½ or 16½		15½ or 16½

* Unless two years of high school and one year of college work have been completed in one language.

Home Economics (University Parallel)

The curriculum in Home Economics is suggested to meet the needs of students who are interested in preparation for the profession of home making as well as for those who desire a basic curriculum in preparation for vocations such as, teaching, for the home economist in extension, journalism, radio, television, public health or social welfare, home economist for a utility, equipment or foods company, and related fields.

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	English 102	3
Chemistry 101 or 111	4	Chemistry 102 or 112	4
Health Education 101	½	Health Education 102	½
Home Economics 101	3	Home Economics 201	3
Home Economics 102	3	Mathematics 105	3
Physical Education 101	½	Physical Education 102	½
Social Studies	3	Social Studies	3
	17		17

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Art 101	3	English 202	3
Chemistry 203	4	Home Economics 202	3
English 201	3	Physical Education 202	½
Home Economics 203	3	Psychology 202	3
Physical Education 201	½	Speech 101	3
Psychology 201	3	Electives	4
	16½		16½

Medicine, Dentistry, Medical Technology (University Parallel)

FIRST YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Biology 101	4	Biology 102	4
Chemistry 101 or 111	4	Biology 203	3
English 101	3	Chemistry 102 or 112	4
Health Education 101	½	English 102	3
Mathematics 101	3	Health Education 102	½
Physical Education 101	½	Mathematics 102	3
Social Studies	3	Physical Education 102	½
	18		18

SECOND YEAR

First Semester	Credit	Second Semester	Sem. Hrs. Credit
	Sem. Hrs.		
Biology 201	3	Biology 202	3
Chemistry 211	4	Chemistry 212	4
English 201	3	English 202	3
Physical Education 201	½	Physical Education 202	½
Physics 201	4	Physics 202	4
Psychology 201 or French 101	3	Psychology 202 or French 102	3
	17½		17½

Pre-Optometry

FIRST YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
	Credit		Credit
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Mathematics 101	3	Mathematics 102	3
Social Studies	3	Social Studies	3
Health 101	½	Health 102	½
Physical Education 101	½	Physical Education 102	½
Electives	3	Electives	3
	17		17

SECOND YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
	Credit		Credit
Chemistry 101	4	Chemistry 102	4
Physics 201	4	Physics 202	4
Psychology 201	3	Psychology 202	3
Physical Education 201	½	Physical Education 202	½
Electives	5	Electives	5
	16½		16½

Business Administration

FIRST YEAR

First Semester	Credit	Second Semester	Credit
	Sem. Hrs.		Sem. Hrs.
Biology 101	4	Biology 102	4
English 101	3	English 102	3
Health Education 101	½	Health Education 102	½
Mathematics 105, 106 or higher	3	Logic 105	3
Physical Education 101	½	Mathematics 104	3
*Social Studies	3	Physical Education 102	½
Typewriting 101	2	Social Studies	3
	16		17

SECOND YEAR

First Semester	Credit	Second Semester	Credit
	Sem. Hrs.		Sem. Hrs.
Accounting 101	3	Accounting 102	3
Economics 201	3	Economics 202	3
Economics 203	3	English 202	3
English 201	3	Physical Education 202	½
Physical Education 201	½	Physical Science 102	3
†Physical Science 101	3	Electives	4
Electives	2		
	17½		16½

* A student planning to transfer to Florida State University should take History 101-102 and Social Science 101 during his two years of Business Administration. For transfer to University of Florida 6 hours of either history or social science meets the requirement. Note, however, that these courses do not meet the constitution requirement for graduation from Palm Bach Junior College (See page 20, Requirements for Graduation (6).)

† A student with sufficient background in mathematics may elect chemistry or physics instead of physical science.

£ Accounting 101-102 may be taken during the first year, if preferred, leaving one of the courses listed until the second year.

Suggested electives: Speech 101, Speech 102, Psychology 201, Accounting 103, Art 110, Music 101.

General Business (Terminal Course)

FIRST YEAR		SECOND YEAR		Credit Sem. Hrs.
First Semester	Credit Sem. Hrs.	Second Semester	Credit Sem. Hrs.	
Accounting 101	3	Accounting 102	3	
English 101	3	English 102	3	
Health Education 101	½	Health Education 102	½	
Mathematics 105 or 106	3	Mathematics 104	3	
Physical Education 101	½	Office Practice and Machines	3	
Social Studies	3	Physical Education 102	½	
Typewriting 101	2	Social Studies	3	
Electives	1-2			<u>16</u>
	16 or 17			
SECOND YEAR		SECOND YEAR		
First Semester	Credit Sem. Hrs.	Second Semester	Credit Sem. Hrs.	
Business 200	3	Accounting 103	2	
Business Correspondence 201	2	Economics 202	3	
Economics 201	3	Physical Education 202	½	
Physical Education 201	½	Physical Science 102	3	
Physical Science 101	3	Electives	9	
Electives	6			<u>17½</u>
	<u>17½</u>			

It is suggested that electives be chosen from the following: Logic 105, Speech 101, Speech 102, Art 102, Art 201, Economics 203, Psychology 201, Psychology 202, English 201, English 202, English 203, English 204.

Secretarial One-Year Stenographic Course

First Semester	Credit Sem. Hrs.	Second Semester	Credit Sem. Hrs.
English 101	3	Accounting 101	3
Health Education 101	½	English 102	3
Mathematics 104 or 106	3	Health Education 102	½
Physical Education 101	½	Physical Education 102	½
Shorthand 101	3	Office Practice & Machines 101	3
Social Studies	3	Shorthand 102	3
Typewriting 101	2	Typewriting 102	2
Electives	2	Electives	2
	<u>17</u>		
	<u>17</u>		

Two-Year Secretarial Course

First Semester	Credit Sem. Hrs.	Second Semester	Credit Sem. Hrs.
Accounting 103 or 102	2 or 3	Office Practice 102	3
Business Correspondence 201	2	Physical Education 202	½
Physical Education 201	½	Psychology 201	3
Shorthand 201	3	Shorthand & Transcription 202	3
Social Studies	3	Typewriting 201	2
Transcription 201	3	Electives	5
Electives	3		
	<u>15½ or 16½</u>		
	<u>16½</u>		

Nursing (University Parallel)**FIRST YEAR**

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Chemistry 101 or 111	4	Chemistry 102 or 112	4
Social Studies	3	Social Studies	3
Health Education 101	½	Health Education 102	½
Physical Education 101	½	Physical Education 102	½
Electives	1	Electives	1
	— 16		— 16

SECOND YEAR

First Semester	Sem. Hrs. Credit	Second Semester	Sem. Hrs. Credit
Chemistry 201 or 211	4	Biology 203	3
Home Economics 101	3	Chemistry 202 or 212	4
Psychology 201	3	Home Economics 202	3
Physical Education 201	½	Psychology 202	3
Electives	6	Physical Education 202	½
	— 16½	Electives	3
			— 16½

NURSING

Palm Beach Junior College is developing a Department of Nursing and will offer a program leading to an Associate in Arts degree with a major in nursing beginning in September, 1959. See enclosed sheet for particulars not available at presstime.

Laboratory Technician

FIRST YEAR

First Semester	Sem. Hrs.	Credit	Second Semester	Sem. Hrs.	Credit
English 101	3		English 102	3	
Biology 101	4		Biology 102	4	
Biology 106	3		Chemistry 102 or 112	4	
Chemistry 101 or 111	4		Social Studies	3	
Health Education 101	1/2		Health Education 102	1/2	
Physical Education 101	1/2		Physical Education 102	1/2	
Electives	2		Electives	2	
	17			17	

SECOND YEAR

First Semester	Sem. Hrs.	Credit	Second Semester	Sem. Hrs.	Credit
Biology 105	3		Biology 205	1	
Chemistry 201 or 211	4		Chemistry 202 or 212	4	
Electives	9		Biology 203	3	
Physical Education 201	1/2		Physical Education 202	1/2	
	16 1/2		Electives	8	
				16 1/2	

MEDICAL ASSISTANT

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, prepare monthly statements, write case histories, keep records of necessary supplies, write purchase orders for supplies, write letters, keep records of the business, do routine laboratory work such as blood tests and urinalysis; and in general help to establish better public relations.

FIRST YEAR

First Semester	Sem. Hrs.	Credit	Second Semester	Sem. Hrs.	Credit
Accounting 101	3		Biology 104	3	
Biology 103	3		Biology 106	3	
English 101	3		English 102	3	
Health Education 101	1/2		Health Education 102	1/2	
Mathematics 106	3		Health Education 103	1	
Physical Education 101	1/2		Physical Education 102	1/2	
†Typewriting 101	2		Social Studies	3	
	16		†Typewriting 102	2	
				17	

SECOND YEAR

First Semester	Sem. Hrs.	Credit	Second Semester	Sem. Hrs.	Credit
Business Correspondence 201	2		Biology 204	3	
Chemistry 204	2		Biology 206	2	
Medical Transcription 202	3		Chemistry 205	2	
Office Practice 102	3		Office Practice 203	3	
Physical Education 201	1/2		Physical Education 202	1/2	
Psychology 201	3		Psychology 202	3	
Social Studies	3		Elective	3	
	16 1/2			16 1/2	

† Unless one year has been completed in high school.

‡ Unless two years have been completed in high school.

HOMEMAKER

FIRST YEAR

First Semester	Sem. Hrs.	Credit	Second Semester	Sem. Hrs.	Credit
Art 101	3		Art 201	2	
English 101	3		English 102	3	
Health Education 101	½		Health Education 102	½	
Home Economics 101	3		Home Economics 102	3	
Physical Education 101	½		Music 101	2	
Social Studies	3		Physical Education 102	½	
†Typewriting 101	2		Social Studies	3	
	15		†Typewriting 102	2	
				16	

SECOND YEAR

First Semester	Sem. Hrs.	Credit	Second Semester	Sem. Hrs.	Credit
Art 110	2		Accounting 103	2	
English 201	3		Art 111	2	
Home Economics 202	3		English 202	3	
Mathematics 106	3		Home Economics 203	3	
Physical Education 201	½		Physical Education 202	½	
Psychology 201	3		Psychology 202	3	
Speech 101	3		Electives	3	
	17½			16½	

FOOD SERVICE

FIRST YEAR

First Semester	Sem. Hrs.	Credit	Second Semester	Sem. Hrs.	Credit
English 101	3		Art 101 or Speech 101	3	
Health Education 101	½		English 102	3	
Home Economics 101	3		Health Education 102	½	
Logic 105	3		Mathematics 106	3	
Physical Education 101	½		Physical Education 102	½	
Physical Science 101	3		Physical Science 102	3	
Social Studies	3		Social Studies	3	
	16			16	

SECOND YEAR

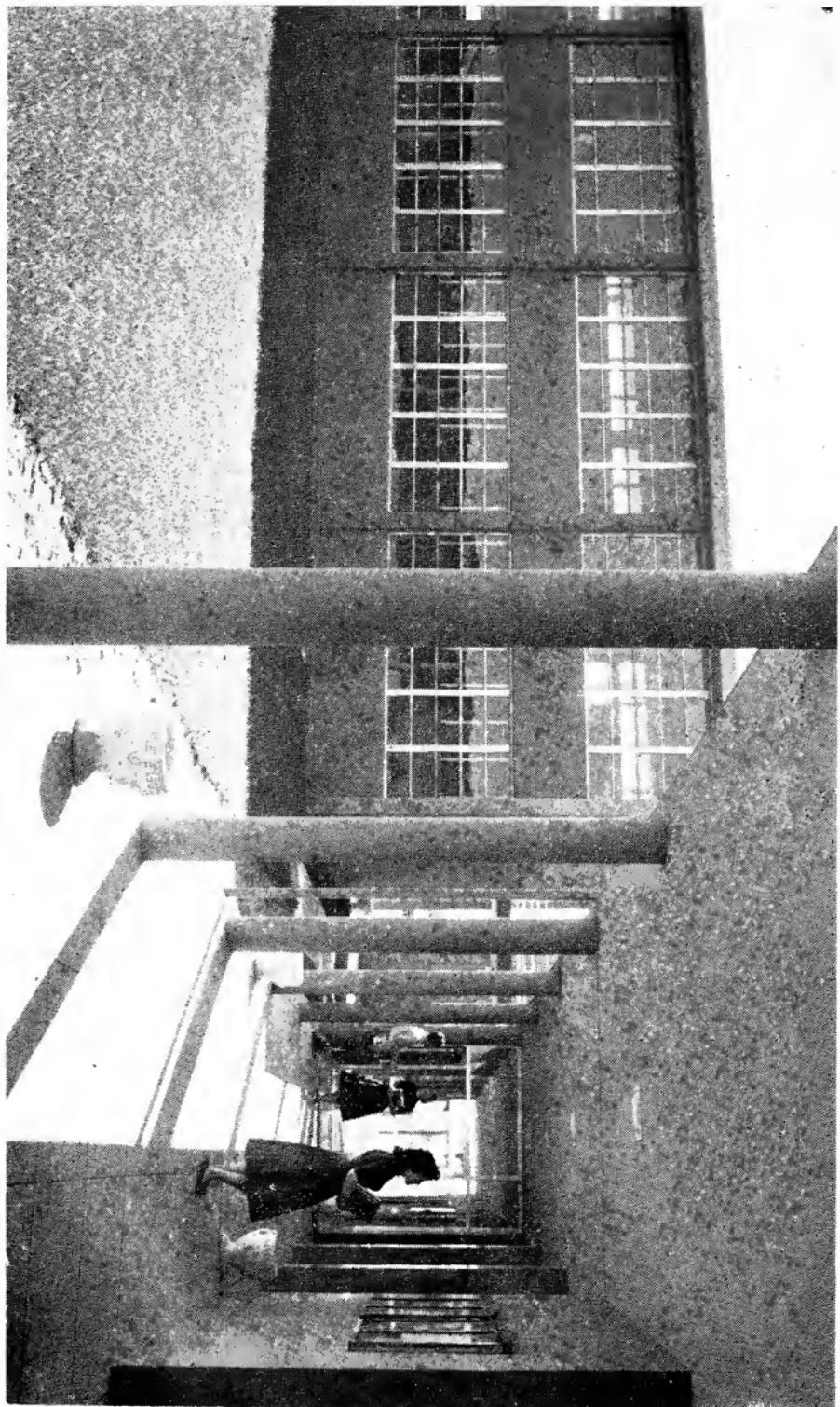
First Semester	Sem. Hrs.	Credit	Second Semester	Sem. Hrs.	Credit
Accounting 101	3		Accounting 102	3	
Economics 201	3		*Home Economics 211	3	
*Home Economics 210	3		*Home Economics 212	3	
Mathematics 104	3		Office Practice and Machines		
Physical Education 201	½		101	3	
Psychology 201	3		Physical Education 202	½	
†Typewriting 101	2		Psychology 202	3	
	17½			15½	

* Home Economics 210, 211 and 212 will be offered in Summer Session only, at the present time. Student may substitute other courses during sophomore year but such courses will be counted as electives above the 64 semester hours required for graduation.

† Unless one year has been completed in high school.

‡ Unless two years have been completed in high school.

CLASSROOM BUILDING



COURSES OF INSTRUCTION

ART

Art 101. Design Fundamentals. This basic course is essential to the art major. It is recommended to students interested in architecture, home economics and merchandising, and can be of general usefulness to anyone in solving many problems of daily living. The visual elements—line, value, color, form, space and texture—are studied in two and three dimensional relationships. Color is a major concern. Ceramics will be introduced as a medium for design in three dimensions. Problems begin with free experiment and develop into work in decorative, structural and advertising design. Lettering is studied in the practice of a basic alphabet. Credit: 3 semester hours.

Art 102. Advertising Design. (Prerequisite: Art 101 or the equivalent). This is a continuation of Art 101 and deals with the development of advertising material for reproduction as well as the direct production of posters and lettering. Layout, typography, the uses of photography and art work, and the production of displays are included. Practice is accompanied by critical analysis of present day advertising to develop standards of quality and an awareness of current styles. Credit: 3 semester hours.

Art 103. Illustration. This is a basic course in drawing the head and figure. It is essential to the art major and open to any student interested in portrait, cartooning, or figure drawing for personal enjoyment. Students are encouraged to add imagination to knowledge in the expression of ideas and the development of individual styles. Composition is studied. Pencil, brush, charcoal, pen, wash and sculptural techniques are used. Credit: 3 semester hours.

Art 104. Illustration. This is a basic course in perspective drawing and an introduction to painting. It is essential to the art major, as well as the amateur interested in drawing and painting. It is recommended for architecture majors. Studio participation, sketching out of doors, lectures and a definite program of assigned work are used. Emphasis is on the representation of objects, buildings and scenery. Styles include both realistic and design approaches used in modern illustration. Composition is given increasing emphasis. Techniques include pencil, charcoal, pastel, pen and brush, with water color the major painting medium. Credit: 3 semester hours.

Art 110. Art Appreciation. This is a survey course in the visual arts. It serves as credit in the Humanities. The aims are cultural, practical and creative: the cultural, to develop an understanding of art as a fundamental expression of man; the practical, to develop artistic judgment for use in daily living; and the creative, to provide inspiration and knowledge for the practising artist. The first semester begins with Modern Art in painting, sculpture, architecture and photography, affording a basis for comparative judgment with all other art. It is followed by the development of art from prehistoric times through the medieval, including Egyptian, Middle Eastern, Greek, Roman, Early Christian and Byzantine periods. No previous art knowledge is expected of students. Teaching is through reading, lectures, discussions, slides and field trips. Credit: 2 semester hours.

Art 111. Art Appreciation. This is a continuation of Art Appreciation 110, completing the world survey of the visual arts. Art 111 can be taken as a single course. It serves as credit in Humanities. The arts studied include those of: Europe from the Renaissance to modern, the Americas from Pre-Columbian to modern, Islam, India, China, Japan, Africa and the South Seas. These arts are studied in relation to the arts of today. Credit: 2 semester hours.

Art 201. Techniques of Advertising and Industry. (Prerequisite: Art 102). The aim of this course is the development of art work of professional standards in quality and speed. Knowledge of art processes, critical art judgment and a keen awareness of the best in current practice are sought. Completion of this course will enable students to obtain employment efficiency.

The first semester stresses the development of effective black and white illustration in pencil, pen and brush drawing, wash, tempera, scratchboard, airbrush and the use of a variety of technical aids for reproduction in advertising, fashion and general illustration. Further mastery is gained in the development of editorial and advertising material. Further proficiency in pen and brush lettering is a constant aim. Credit: 3 semester hours.

Art 202. Techniques of Advertising and Industry. (Prerequisite: Art 201). This is a continuation of Art 201. The second semester stresses the use of color in advertising, decorative and package design. A unit on structural and decorative design in ceramics will be introduced. Techniques will include tempera, casein, stencilling and silk screen. Credit: 3 semester hours.

Art 203. Techniques of Advertising and Industry. (Prerequisite: Art 201). made through a series of problems ranging from realism to non-objective work. A sensitive understanding of expression through composition in line, color, form and texture will be sought. A variety of media will be introduced. Credit: 2 semester hours. (Offered first semester).

Art 210. Interior Design. A practical course dealing primarily with the planning of the home or professional surroundings. Principles of design and color are studied. Scale drawings are made of floor plans. Research provides knowledge of historic and modern styles of interior structure and furnishings. The aims are to provide knowledge and skills, and to develop judgment and imagination needed in creating beautiful, functional and individual homes and offices for contemporary living. This course is taught through discussion, creative experiments and field trips. Open to men and women for the development of personal competence and as an introduction to the problems of professional decorating for the major in that field. Credit: 2 semester hours. (Offered second semester).

BUSINESS ADMINISTRATION

Accounting 101. Accounting Principles. A basic study of accounting and business practice. The course includes the study of business papers and recording procedure, and covers the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjust-

ments at the close of the fiscal period, and the form and preparation of financial statements, and provides an introduction to the use of valuation accounts. A single-proprietorship set of books is kept as a part of the course. Credit: 3 semester hours.

Accounting 102. (Prerequisite: Accounting 101 or equivalent). A continuation of Accounting 101. A study of accounting procedures as applied to the partnership and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation practice set of books is used. Credit: 3 semester hours.

Accounting 103. Income Tax Procedure. A study of the procedures involved in Federal Income Tax Accounting. The course stresses the computation of taxable income and the preparation of the returns of individuals, although problems relating to the preparation of returns of corporations are also included. The class is not limited to students of business, but may be taken as a personal-use course by other students of the college. Credit: 2 semester hours.

***Accounting 201.** (Prerequisite: Accounting 102). A detailed study of accounting records and end-of-period procedures. The course emphasizes preparation and analytical and comparative analysis of accounting statements, and corrections to profits of prior periods. The organization of the corporation and its accounts are stressed. Credit: 3 semester hours.

***Accounting 202.** (Prerequisite: Accounting 201). A detailed study of the various assets of the corporation, problems of valuation, accounting for liabilities, handling of reserves, determination of net income, and the application of funds. Credit: 3 semester hours.

***Accounting 203.** (Prerequisite: Accounting 202). Cost Accounting. A course covering the general nature of cost accounting, and including accounting for material cost with perpetual inventories, for labor costs, and for manufacturing expenses. A practice set is used. Credit: 3 semester hours.

Business Law 201. A general introduction to law, a discussion of courts and legal procedure, law and society, definitions, classifications, systems of law based on the supreme law of the land as well as the branches of the laws; common law, ecclesiastical law, mercantile law, admiralty law, equity or chancery law and statutory law, will be included. A brief review of the tribunals for administering justice will be given as well as discussion of actions, such as *ex delicto* and *ex contractu*, which consists of writs of debt, covenant, *assumpsit* and *detinue* and other actions. Topics covering contracts, principal and agent, employer and employee, negotiable instruments, principal and surety and insurer and insured will be covered. (Recommended for Evening College Program). Credit: 3 semester hours.

* Offered in Evening College Program only.

Business Law 202. (Prerequisite: Business Law 201). The discussion will cover bailor and bailee, carriers and shippers of passengers, vendor and vendee, relation of partnership, corporation and stockholders, real and personal property, deed of conveyance, mortgagor and mortgagee, landlord and tenant, torts, business crimes and bankruptcy and creditors. Credit: 3 semester hours. (Recommended for Evening College Program).

Economics 201-2. Principles of Economics. Basic course for majors in business subjects and in social sciences.

ECONOMICS 201. Introduction to Economics. This course deals with the nature and scope of economics and aims to provide an understanding of the basic economic concepts. It includes topics such as problems of the consumer, the nature of production, price determination, and distribution. Credit: 3 semester hours.

ECONOMICS 202. (Prerequisite: Economics 201). This course is a continuation of Economics 201, and attempts to relate the principles of economics to problems of American economy. Topics covered are money and banking, government finance, international trade, industrial relations, and problems of monopoly. The course also includes a general discussion of alternate economic systems. Credit: 3 semester hours.

Economics 203. Elementary Statistics. A course designed to present the statistical method as a tool for the examination and interpretation of data. Emphasis is placed upon the application of the more elementary statistical procedures to business situations rather than mathematical completeness of statistics. Credit: 3 semester hours.

BUSINESS

Business Education 105. Office Machines. Through regular practice of correct techniques of operations, this course not only provides the basic skills used in fundamental machine calculations, but develops for some a very high operative skill on the most frequently used types of office machines. Credit: 1 semester hour.

Business 200. Principles of Management. A study of the basic principles of business management: planning, organizing, actuating, and controlling. The course stresses the broad and important concept of management as a separate entity, the principles and practices of which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. Credit: 3 semester hours.

Business Correspondence 201. (Prerequisite: English 101 and Typewriting 101 or equivalent). The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing various kinds of business letters and business reports. An office correspondence manual will be compiled by the student as a reference guide to better business correspondence. Credit: 2 semester hours.

Office Practice and Machines 101. (Prerequisite: Typewriting 101 or its equivalent). This course is designed to give the student such general office training as will enhance his opportunities for employment in the field of general clerical and secretarial work. Emphasis of training is on four

units: filing, adding and calculating machines, mimeographing and spirit duplicating, and voice writing machines. Three hours a week. Credit: 3 semester hours.

Office Practice 102. (Prerequisite: Typewriting 101 or its equivalent). This course includes secretarial training in general office procedure with clerical typewriting, letter writing, transcription from direct dictation to typewriter, and transcription from shorthand (for those who use shorthand). For the student preparing to become a medical assistant, all laboratory preparation in this course will emphasize medical office procedure instead of general office duties. Credit: 3 semester hours.

Office Practice 203. Internship. During the close of the second year, actual work experience in offices of local doctors will be arranged for those students who qualify by having taken the prescribed courses outlined for the office assistant. Credit: 3 semester hours.

Shorthand 101. (Prerequisite: One year of high school typewriting unless Typewriting 101 or 102 is scheduled concurrently with Shorthand 101). Not open to students having one year of shorthand in high school or its equivalent. All basic principles of the Gregg Shorthand system are studied in the first semester of work. High skill in reading shorthand is developed. The ability to write familiar material at a minimum rate of 80 words a minute is developed for this first course. Attention is given to the development of appropriate speed in writing simple new material dictation. Credit: 3 semester hours.

Shorthand 102. Dictation and Transcription. (Prerequisite: Shorthand 101 or equivalent, Typewriting 102 or equivalent). This course reviews Gregg Shorthand. A dictation skill of 80 to 100 words a minute is developed on a new-matter dictation, and transcription skill of at least 30 words a minute is attained. Credit: 3 semester hours.

Shorthand 201. Advanced Shorthand Dictation. (Prerequisite: Shorthand 102 or equivalent, Typewriting 102 or equivalent, and Transcription 201 scheduled concurrently). This course concludes the general instruction offered for stenographic work. Through the use of high-speed Gregg dictation tapes, a shorthand writing speed of 120 words a minute is developed. Credit: 3 semester hours.

Shorthand 202. Advanced Shorthand Dictation and Transcription. (Prerequisite: Typewriting 102 or equivalent, Shorthand 102 or equivalent, Shorthand 201, and Transcription 201). This is mainly a laboratory course designed to keep the trainee in dictation and transcription practice. It provides high-speed dictation from Gregg dictation tapes, dictaphone belts, audograph and voicewriting machines. This class offers stenographic services to the college offices when needed. Credit: 3 semester hours.

Transcription 201. Advanced Transcription. (Prerequisite: Typewriting 102 or equivalent, Shorthand 102 or equivalent, and open only to students enrolled concurrently in Shorthand 201). This course consists of daily transcription of business letters dictated in Shorthand 201 class from 80 to 120 words a minute. A transcription rate of 40 words or more a minute is developed. Credit: 3 semester hours.

Medical Transcription 202. (Prerequisite: Biology 106, Medical Terminology, Typewriting 102 or equivalent). Sufficient practice on transcribing machines from medical dictation of letters, medical reports, and medical case histories is provided to develop a usable skill in this phase of the medical assistant's work. Credit: 3 semester hours.

Typewriting 101. Personal Typewriting. (Not open to students having one year's credit for typewriting in high school or equivalent). Skill in typewriting is developed to meet the personal needs of the student. Offered each semester. Credit: 2 semester hours.

Typewriting 102. Vocational Typewriting. (Prerequisite: Typewriting 101 or one year of high school typewriting). This course is a continuation of Typewriting 101 but is planned particularly for the secretarial student who wishes to use the skill vocationally. Emphasis will be placed on increased speed and accuracy in all typewriting work. Credit: 2 semester hours.

Typewriting 201. Advanced Typewriting. (Prerequisite: Typewriting 102 or ability to type a minimum of 50 words a minute). This course stresses the improvement of production ability in all typing, a thorough review of problems in typing office forms, tabulated reports, legal documents, with recurring special improvement practice to maintain and improve all typing skill. Speed-up procedures will be used in the development of maximum typewriting skill. Credit: 2 semester hours.

EDUCATION

Education 101. Introduction to Education. A study of fundamental principles in education, historical view, aims and methods of education, the curriculum, the pupil population, the educative process, education as a profession. A resume of the educational philosophy of public school systems with special emphasis on the schools of Florida. Credit: 3 semester hours.

Education 203. Educational Psychology. (Prerequisite: Three semester hours of General Psychology). Physical heredity and behavior; social heredity; the learning process; the teaching of language, mathematics, fine arts, natural and social sciences; a study of personality; the psychological solutions of educational problems. Credit: 3 semester hours.

ELECTRICITY AND ELECTRONICS

Electricity 101. (Corequisite: Mathematics 151 and Mathematics 103). The study of basic electrical circuits and circuit parameters—Ohm's Law, Kirchhoff's Laws, capacitance and energy storage, self and mutual inductance, magnetism, electro-magnetism, and fundamental concepts of alternating current. Credit: 6 semester hours.

Electricity 102. (Prerequisite: Electricity 101). Alternating-current theory in single-phase relations in series and parallel circuits; resonant circuits, complex notation, vector analysis; admittance, conductance and susceptance, anti-resonant circuits, transformer coupling. Credit: 6 semester hours.

Electricity 201. (Prerequisite: Electricity 102). Construction, characteristics, operation and control, and applications of direct current motors and generators; electrical and mechanical characteristics of the various standard forms of field and armature windings. Credit: 4 semester hours.

Electricity 202. (Prerequisite: Electricity 201). Characteristics, operation and control of single-phase motors, polyphase motors, alternators, and synchronous machines. Credit: 4 semester hours.

Electronics 211. (Prerequisite: Electricity 102). Thermionic emission, characteristics of diodes, triodes and multigrid tubes, semi-conductors, rectifier circuits, classification and characteristics of amplifiers, receiver circuits. Credit: 6 semester hours.

Electronics 212. (Prerequisite: Electronics 211 and Mathematics 173). Further study of tuned circuits and amplifiers. Transmitting circuits, antennas, transmission lines, basic uhf techniques. Credit: 6 semester hours.

Electronics 214. (Prerequisite: Electronics 211). Industrial electronics, rectifiers and large current control, light and heat relays, heating and dimming controls, servomechanisms. Credit: 3 semester hours.

ENGINEERING

Engineering 101. Engineering Drawing. The production and reading of engineering drawing. One hour lecture and five hours laboratory. Credit: 3 semester hours.

Engineering 102. Descriptive Geometry. (Prerequisite: Engineering 101 or equivalent). Graphical representation of basic geometrical elements and the solution of related space problems. One hour lecture and five hours laboratory. Credit: 3 semester hours.

Engineering 201. Advanced Engineering Drawing. (Prerequisite: Engineering 102. Auxiliary views and revolution, pictorial drawing, working drawings, development of intersections and surfaces, charts and graphs. Credit: 2 semester hours.

Engineering 202. Mechanism and Kinematics. (Prerequisite: Engineering 101, Mathematics 103, and either Mathematics 152 or Mathematics 201). This course gives the student a working knowledge of the nature of machine motions and the analysis of motion of a given machine to so proportion and arrange the parts as to give the desired motion. Credit: 3 semester hours.

ENGLISH

Placement tests will determine the level of study of English for freshman students. Students who fall below the 25th percentile will be placed in sections concentrating on grammar and reading remedial work.

English 101-R. Basic Communications. This course is designed specifically for those entering freshmen whose scores on the English placement test indicate a need for special help in reading and writing skills. The course content is basically that of the regular English 101 course, but this class meets five hours a week for three hours credit. Credit: 3 semester hours.

English 101. Freshman Communications. This is primarily a skills course which aims to develop proficiency in all aspects of communication, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. Credit: 3 semester hours.

English 102. Freshman Communications. (Prerequisite: English 101). This consists of three units which introduce the students to the role of language in thought and action. These three units are (1) Language and Thought, (2) Persuasion (argument and logic), and (3) Mass Media of Communication (analysis of propaganda, etc.). The concern here is with the development of student ability to read critically and to write effectively. Credit: 3 semester hours.

English 201. English Literature to 1800. (Prerequisite: English 102). A study of the development of English literature from Beowulf to 1800. Selected classics are presented through reading, lecture and discussion. Credit: 3 semester hours.

English 202. English Literature After 1800. (Prerequisite: English 102). Selections chiefly from the works of the Romantic poets and the Victorian writers. Credit: 3 semester hours.

English 203. World Literature. (Prerequisite: English 102). A study of selected masterpieces of the ancient, medieval, and renaissance worlds, from Homer to Cerventes. Credit: 3 semester hours.

English 204. World Literature. (Prerequisite: English 102). A study of selected masterpieces from approximately 1600 to the present day. Credit: 3 semester hours.

Drama 101. Introduction to Play Production. A general approach, in the form of a theater workshop, to the organization of the theatre. It will stress, through individual and group participation in the complete production of plays, the theory and practical application of such phases as the study of the play, audience analysis, and the related arts of the drama—acting, make-up, lighting and setting. Credit: 3 semester hours.

Drama 102. Principles and Techniques of Drama. A course designed with special stress on the individual interest of the student in the development of theatrical background and aesthetic proportion through special work-projects in stage design, costume construction, lighting, techniques, and acting methods prevalent in today's theater. Credit: 3 semester hours.

Journalism 101. History of the Press. This course is a survey of the development of communications media including a study of present problems facing the press. It is a basic course in history of newspapers, radio, television, movies and magazines, and is a requirement for those planning to major in any phase of journalism. Credit: 3 semester hours.

Journalism 102. Basic News Reporting. This is a course in writing for newspapers, radio, television and magazines. Detailed instruction in gathering and writing news and feature stories and headlines is given along with basic newspaper editing and layout. This is a requirement for journalism majors. Credit: 3 semester hours.

Speech 101. Fundamentals of Speech. A course designed to give the student the fundamental principles necessary to the development of an acceptable speaking voice and an effective informal conversational style. Emphasis is placed upon adjustments, voice, articulation, pronunciation, listening, the skills of oral reading, and the skills of informative speaking. Credit: 3 semester hours.

Speech 102. Public Speaking. (Prerequisite Speech 101). A course designed to give the students practice in critically analyzing contemporary speeches and speakers and in the delivery of various types of public speeches. There is continued instruction in organization, phrasing, and diction. Special emphasis is placed upon purpose, audience, occasion. Credit: 3 semester hours.

Speech 201. Principles and methods of group discussion. (Prerequisite: Speech 101). Study of methods, techniques and aims of the discussion group and the conference; gathering and organizing materials on current problems, with practice in discussion as participant and leader. Practice in discussion of current problems as a member of various kinds of groups: committee, symposium, forum, panel. Credit: 3 semester hours.

HEALTH AND PHYSICAL EDUCATION

Health Education 101. Personal Hygiene. This course is concerned with the principles and practices of personal hygiene. Particular attention is given to the physical, mental, and social health of the individual and to his part in healthful family living. Credit: $\frac{1}{2}$ semester hour.

Health Education 102. Community Hygiene. (Prerequisite: Health Education 101 or equivalent). This course includes the study of healthful group living, sources of infection, housing, food, sanitation, and the maintenance and improvement of group health. Credit: $\frac{1}{2}$ semester hour.

Health Education 103. First Aid. This is a combination course in American Red Cross First Aid including both the standard and advanced. Satisfactory completion qualifies the student for the instructor's course offered by the American Red Cross. Credit: 1 semester hour.

Physical Education 101. (Men) This course offers a general review in a variety of team activities; namely, flag football, soccer, speedball, and gatorball. Through the development of these skills it will provide better opportunities for participation in the intramural program. Credit: $\frac{1}{2}$ semester hour.

Physical Education 102. (Men) (Prerequisite: Physical Education 101 or equivalent). This course introduces the student to the various skills and fundamental techniques in volleyball. Students will also be given a brief introduction to the basic skills and fundamentals of several individual activities. Credit: $\frac{1}{2}$ semester hour.

Physical Education 201. (Men) (Prerequisite: Physical Education 102 or equivalent). This course will be conducted with the purpose of providing students with an opportunity to become more skilled in recreational and leisure-time activities of a carry-over nature which should be of life-long benefit. This purpose may best be achieved through provision for individual and dual activities as may be found in golf and badminton. Credit: $\frac{1}{2}$ semester hour.

Physical Education 202. (Men) (Prerequisite: Physical Education 201 or equivalent). This course is designed to give the student a review of the basic skills and fundamental techniques in archery. Emphasis will be placed on advanced skills, strategy, rules, safety, and tourney participation. Credit: $\frac{1}{2}$ semester hour.

Physical Education 101. (Women) This course is designed to give the student a review of basic techniques and additional skills in volleyball so they may further participate in the intramural and recreational programs. Students will also be introduced to the basic skills and techniques of golf, which will provide opportunities for participation in carry-over value activity. Credit: $\frac{1}{2}$ semester hour.

Physical Education 102. (Women) (Prerequisite: Physical Education 101 or equivalent). This course is designed to provide the student with fundamental skills, techniques and knowledge in badminton and archery. These selected activities will provide a further development of their recreational skills. Credit: $\frac{1}{2}$ semester hour.

Physical Education 201. (Women) (Prerequisite: Physical Education 102 or equivalent). This course introduces the student to the use of the trampoline. Basic skills, intermediate skills and safety practices will be stressed. A review of the basic skills in golf will be covered and emphasis placed on advanced skills and techniques. Credit: $\frac{1}{2}$ semester hour.

Physical Education 202. (Women) (Prerequisite: Physical Education 201 or equivalent). This course is designed to give the student a review of the basic skills and techniques in badminton and archery. Emphasis will be placed on advanced skills, strategy, rules, etiquette and tourney participation. Credit: $\frac{1}{2}$ semester hour.

HOME ECONOMICS

Home Economics 101. Elements of Nutrition. The relation of good nutrition to health. Meal planning, buying, preparing and serving of foods. Credit: 3 semester hours.

Home Economics 102. Elements of Clothing Construction. Fundamental principles of construction. Selection, study and use of commercial patterns. Credit: 3 semester hours.

Home Economics 103. Nutrition for Nurses. Emphasis is laid upon presenting to the student nurse the recent findings, concepts, and applications of nutrition. Credit: 2 semester hours.

Home Economics 201. Clothing Construction. (Prerequisite: Home Economics 102, sophomore standing). Construction of garments of wool, silk or other fabrics which require advanced techniques. Emphasis is placed on suitability of pattern, fabric and construction to the individual. Credit: 3 semester hours.

Home Economics 202. Family Relationships. Problems encountered by young married people in determining family goals, planning the use of money, planning for children and for satisfying family life. Open to men and women. Credit: 3 semester hours.

Home Economics 203. Costume Selection. (Prerequisite: Home Economics 102). Principles of design applied to modern dress and good taste in ready-to-wear garment selection. Figure analysis, personal improvement, and wardrobe planning. Selection, purchase and use of accessories. Credit: 3 semester hours.

†**Home Economics 210.** Food Composition and Preparation. (Prerequisite: Home Economics 101). The production and effective use of food materials considering economic, nutritive and aesthetic factors. Credit: 3 semester hours.

†**Home Economics 211.** Quantity Cookery. (Prerequisite: Home Economics 210). The major emphasis will be upon: estimates of raw materials needed, preparation of foods in quantity and the use of institution food service equipment. Credit: 3 semester hours.

†**Home Economics 212.** Foundations of Quantity Food Services. Basic principles and analysis of food management problems, including job analysis, methods and selection, control, supervisory training of personnel; work plans and schedules; labor and food cost control; purchasing; equipment use and care, and sanitation and safety. Credit: 3 semester hours.

HORTICULTURE

***Horticulture 201.** (Prerequisite: Biology 101-102 or equivalent). A basic course in horticulture designed to train the student in the fundamentals of horticulture enterprise; relationship of plant's growth to temperature, moisture, light, soil, insects and diseases. A study is made of the propagation, training and pruning of plants and a development of a landscape plan for the home. Credit: 3 semester hours.

***Horticulture 202.** (Prerequisite: Horticulture 201 or equivalent). Ornamental trees, shrubs and grasses. Advanced course in horticulture for students and adults designed to teach general maintenance practices necessary for producing healthy plants. Saturday field trips will be conducted to study approved landscape practices in the area. This course is adapted for home or commercial uses. Credit: 3 semester hours.

* Offered in Evening College Program only.

† Offered in Summer Session only.

MATHEMATICS

Mathematics 100. Basic Mathematics I. This course is designed to give the student adequate preparation in the fundamentals of arithmetic, geometry and graphical representation. (Student's need for this course determined by performance on a mathematics placement test). Credit: 3 semester hours.

Mathematics 103. Slide Rule. (Corequisite: Mathematics 101 or Mathematics 151). A course in the theory and use of the standard Log Log duplex decitrig slide rule. Credit: 1 semester hour.

Mathematics 104. Mathematics of Business. (Prerequisite: Mathematics 100 or adequate score on Mathematics Placement Test). This course is designed to train the student in essential mathematics used in business: mechanics of arithmetical computation; percentage; averages; property taxes; wage payments and payroll deductions; simple interest and bank discounts; installment buying; problems in business ownership and in retailing and depreciation. Credit: 3 semester hours.

Mathematics 105. Basic Mathematics II. (Prerequisite: Mathematics 100 or adequate score on Mathematics Placement Test). Fundamentals of algebra, plane and solid geometry and logarithms, with primary emphasis on algebra. Credit: 3 semester hours.

Mathematics 106. College Mathematics for General Education. (Prerequisite: Mathematics 100 or adequate score on Mathematics Placement Test). This course is designed for students who are not planning a career in mathematics or engineering. It provides basic instruction in the social and cultural value of mathematics that helps to make an educated person. Not open for credit to those having transferable credit in Mathematics 105 or higher mathematics courses. Credit: 3 semester hours.

Mathematics 101. College Algebra. (Prerequisite: Math 105 or adequate score on Mathematics Placement Test). A brief review of fundamental topics in algebra; plus exponents and radicals; quadratic equations; systems of equations; ratio, proportion, and variation; progressions; binomial theorem; theory of equations; logarithms; permutations and combinations; probability. Credit: 3 semester hours.

Mathematics 102. Trigonometry. (Prerequisite: Mathematics 101). Trigonometric functions of general angle, special angles, and acute angles in right triangles; identities; related angles; radian measure; graphs of trigonometric functions; functions of multiple angles; trigonometric equations; logarithmic solution of triangles; inverse trigonometric functions; complex numbers and De Moivre's Theorem. Credit: 3 semester hours.

Mathematics 151. College Mathematics I. (Open to students achieving high scores on the Mathematics Placement Test, or superior records in Math.

105). A course unifying the college algebra-trigonometry-analytic geometry subject matter, with emphasis on analysis of the common algebraic, trigonometric, and other transcendental functions. Credit: 4 semester hours.

Mathematics 152. College Mathematics II. (Prerequisite: Mathematics 151). A continuation of Mathematics 151, College Mathematics I. Credit: 4 semester hours.

Mathematics 173. (Prerequisite: Mathematics 151 or equivalent, and Electricity 101). Selected topics from analytic geometry, calculus and differential equations that have particular application in the field of electricity and electronics. Credit: 5 semester hours.

***Mathematics 200.** Principles of Modern Mathematics. (Prerequisite: Mathematics 101 or Mathematics 151 or outstanding work in Mathematics 106. Not offered every semester). The logic of mathematical processes, and the logical structure of number systems; elementary set theory and functional relationships; application to theories of probability, and statistics. Primarily intended for students with special interest in mathematics, and for students in the non-physical sciences desiring a broader mathematical background than that offered by the specialized mathematics courses. Credit 3 semester hours.

Mathematics 201. Analytic Geometry. (Prerequisite: Mathematics 101 and 102). Rectangular coordinates; fundamental definitions and theorems; properties and graphs of algebraic and transcendental functions; the line; conic sections; rotation and translation of axes; parametric equations; polar coordinates; curve fitting. Credit: 3 semester hours.

Mathematics 202. Calculus I. (Prerequisite: Mathematics 201 or Mathematics 152). Limits of functions; rates, derivatives, and significance of the derivatives; integration and applications; differential calculus of algebraic, trigonometric, logarithmic and exponential functions; parametric equations and polar coordinates. Credit: 4 semester hours.

Mathematics 203. Calculus II. (Prerequisite: Mathematics 202). The definite integral; methods of integration; applications of integration to geometrical and physical problems; series; partial differentiation; multiple integrals; introduction to differential equations and vector analysis. Credit: 4 semester hours.

MODERN LANGUAGES

French 101-2. An elementary course in the fundamentals and practice of the French Language. (Not open to students who have taken two years of high school French or equivalent).

* Offered in Evening College Program only.

FRENCH 101. Elementary French. The first semester presents grammatical precepts regarding the phonetic principles of the language, verb formation and use, and French sentence structure. Classes are conducted through vocabulary drill, reading and translation of easy prose selections, and practice in developing mastery of pronunciation. Credit: 3 semester hours.

FRENCH 102. Elementary French. (Prerequisite: French 101 or equivalent). This is a continuation of French 101. Emphasis is upon translation and the active use of the language in spoken and written expression. Credit: 3 semester hours.

French 201. Intermediate French. (Prerequisite: French 102 or equivalent). The first semester presents a rapid grammar review followed by translation of contemporary French stories. Vocabulary building is emphasized along with practice in written exercises and conversation. Credit: 3 semester hours.

French 202. Intermediate French. (Prerequisite: French 201). Emphasis is upon translation of French stories, written themes and conversation. Discussions and exercises on the French nation and its culture are also given special importance. Credit: 3 semester hours.

****French 213.** Elementary French Conversation and Pronunciation. (Prerequisite: French 102 or equivalent). This course may be taken independently or concurrently with French 201. Credit: 2 semester hours.

****French 214.** Elementary French Conversation and Pronunciation. (Prerequisite: French 201 or equivalent). This course may be taken independently or concurrently with French 202. Credit: 2 semester hours.

***German 101.** Elementary German. The first semester presents grammatical precepts regarding the language and sentence structure. Classes emphasize vocabulary drill, reading and translation of prose selections, and practice in developing mastery of grammar. Credit: 3 semester hours.

***German 102.** Elementary German. (Prerequisite: German 101 or equivalent). This course is a continuation of German 101. Credit: 3 semester hours.

Spanish 101-2. An elementary course in the fundamentals and practice of the Spanish Language. (Not open to students who have taken two years of high school Spanish or equivalent).

SPANISH 101. Elementary Spanish. The first semester presents grammatical precepts regarding the phonetic principles of the language, verb formation and use, and Spanish sentence structure. Classes are conducted through vocabulary drill, reading and translation of easy prose selections, and practice in developing mastery of pronunciation. Credit: 3 semester hours.

SPANISH 102. Elementary Spanish. (Prerequisite: Spanish 101 or one year of high school Spanish). This is a continuation of Spanish 101. Emphasis is upon translation and the active use of the language in spoken and written expression. Credit: 3 semester hours.

* Offered in Evening College Program only.

** Offered if there is sufficient demand.

Spanish 101. Elementary Spanish. The first semester presents grammatical precepts regarding the phonetic principles of the language, verb formation and use, and Spanish sentence structure. Classes are conducted through vocabulary drill, reading and translation of easy prose selections, and practice in developing mastery of pronunciation. Credit: 3 semester hours.

Spanish 102. Elementary Spanish. (Prerequisite: Spanish 101). This is a continuation of Spanish 101. Emphasis is upon translation and the active use of the language in spoken and written expression. Credit: 3 semester hours.

Spanish 201. Intermediate Spanish. (Prerequisite: Spanish 102 or equivalent.) The first semester emphasizes vocabulary building from translation of contemporary Latin American short stories and a consideration of modern Spanish and Latin American prose and poetry. Credit: 3 semester hours.

Spanish 202. Intermediate Spanish. (Prerequisite: Spanish 201 or equivalent). Continuation of Spanish 201. Credit: 3 semester hours.

Spanish 213. Elementary Spanish Conversation and Pronunciation. (Prerequisite: Spanish 102 or equivalent). May be taken independently or concurrently with Spanish 201. Credit: 2 semester hours.

Spanish 214. Elementary Spanish Conversation and Pronunciation. (Prerequisite: Spanish 201 or equivalent). May be taken independently or concurrently with Spanish 202. Credit: 2 semester hours.

MUSIC

Music 101. Music Appreciation. A study of music styles and forms and of composers and their works. This course is designed to provide the student with a basis for intelligent listening as well as for further study of music history. Credit: 2 semester hours.

Music 105. Music Theory. The study of the melodic, harmonic, and rhythmic elements of music through aural diction, sight-singing and part-writing. Keyboard work is included. Credit: 4 semester hours.

Music 106. Music Theory. (Prerequisite: Music 105). The second half of the course MUSIC THEORY. Credit: 4 semester hours.

Music 205. Advanced Music Theory. (Prerequisite: Music 106). Advanced work in sight-singing and part-writing. Aural dictation and keyboard work are included. Credit: 4 semester hours.

Music 206. Advanced Music Theory. (Prerequisite: Music 205). The second half of the course ADVANCED MUSIC THEORY. Credit: 4 semester hours.

Music 107, 108, 207, 208. College Singers. Membership is open to all students who like to sing. This group appears on campus and visits schools, churches, and civic and social organizations with concert programs. Credit: 1 semester hour. (A total of 4 semester hours may be earned).

Music 107, 108, 207, 208. College Singers. Membership is open to all students who like to sing. It gives an opportunity for students to participate in the study and performance of a varied repertory of choral music. Credit: 1 semester hour. (A total of 4 semester hours may be earned).

SCIENCE

Biology 101-2. General Biology. An introductory course dealing with the development of the plant and animal kingdoms and the fundamental concepts of all life.

BIOLOGY 101. During the first semester the subject matter includes the characteristic behavior and composition of living things, the development of the plant kingdom and introductory work in genetics. Credit: 4 semester hours.

BIOLOGY 102. (Prerequisite Biology 101.) The second semester considers the development of the animal kingdom. Credit: 4 semester hours.

Biology 103-104. Anatomy and Physiology. This course is planned to give the student a knowledge of normal development, microscopic and gross structures; and to acquire the ability to apply physiological principles to the functions of various systems. It is taught by means of lectures, class discussions, cat dissection, and other obtainable specimens. To be taken by student nurses and those pursuing the Medical Assistant Curriculum. (Not recommended for pre-medical students).

Biology 103. Anatomy and Physiology. This course is an introduction to anatomy and physiology. The organization of the body, characteristics of living matter, and cell activities are studied. The erect and moving body is stressed by the development of the skeletal and muscular system. Integration and control is exhibited by the study of the nervous system. Credit: 3 semester hours.

Biology 104. Anatomy and Physiology. (Prerequisite: Biology 103). This course is a continuation of Biology 103. Systems of the body will be completed; circulatory, respiratory, digestive, excretory, and reproductive. The anatomy and physiology of special senses and the endocrine system will be included. Credit: 3 semester hours.

Biology 105. Microbiology. A course for student nurses including history of microbiology; methods of destroying micro-organisms in the control of communicable diseases; infection and resistance; microbiology of important infectious diseases. Laboratory work deals with the morphology and identification of organisms. Students other than nurses may be permitted to enter this course. (Not recommended for pre-medical students). Credit: 3 semester hours.

Biology 106. Medical Terminology. (Prerequisite: Biology 103 or equivalent). The objective of this course is to familiarize the student with the prefixes, suffixes, and the principles for making compound medical words, as well as the spelling, pronunciation, and definition of words most commonly used in medical practice. Credit: 3 semester hours.

Biology 201-2. Comparative Vertebrate Anatomy. (Prerequisite: Biology 101-2.) A course dealing with the relationships of vertebrate animals, including man, from the standpoint of anatomy, embryology and paleontology. Emphasis is placed on the origin and evolutionary succession of the various groups. While this is primarily a laboratory course, the lecture period provides background and integrates the work.

BIOLOGY 201. Laboratory work on amphioxus, the lamprey, and the dogfish shark; lectures on paleontology and embryology of the chordates. Credit: 3 semester hours.

BIOLOGY 202. Laboratory work on necturus and the cat; lectures on paleontology, taxonomy and anatomy of the higher vertebrates. Credit: 3 semester hours.

Biology 203. Genetics. (Prerequisite: Biology 101.) A study of the effects of hereditary units in interplay with environment on the development and function of organisms, with emphasis placed on human inheritance. For all prospective teachers, social workers, medical students and those interested in this aspect of biology. Credit: 3 semester hours.

Biology 204. Nursing Arts. (Prerequisite: Biology 103-104). The student will be instructed in taking heights, weights, temperatures, blood pressure, pulse, sterile technique, draping of patients for examination, dressings, sterilization of instruments by chemical, cold method, dry heat and hot air methods, and inter-office protocol. Credit: 3 semester hours.

Biology 205. Genetics Laboratory. (Prerequisite or co-requisite: Biology 203.) A laboratory course to accompany the lecture course in Genetics. The work will consist of experimental determination of the various genetic ratios mainly by the culture and breeding of fruit flies. The student is expected to work with a minimum of supervision and present written reports of his results with suitable explanation and correlations. Credit: 1 semester hour.

Biology 206. Advanced Medical Terminology. (Prerequisite: Biology 106). This course is designed to acquaint the student with medical terminology used in various specialized areas of medicine such as surgery, general medicine, orthopedics, urology or ophthalmology. Credit: 2 semester hours.

Chemistry. Two courses in General Chemistry are offered: Chemistry 101 and 102, and Chemistry 111 and 112. Chemistry 111 and 112 includes Qualitative Analysis and is for students who have had the prescribed prerequisites. Other students will take three semesters to do this work, which includes Chemistry 101, 102, and Chemistry 201.

Students majoring in science, engineering, or pre-medicine may take either series.

Chemistry 101. General Inorganic Chemistry. A thorough study of the fundamentals, theories, laws, and principles of Inorganic Chemistry is made. Emphasis is placed upon the mathematics required for chemistry. Credit: 4 semester hours.

Chemistry 102. General College Chemistry. (Prerequisite: Chemistry 101 or 111). A continuation of Chemistry 101. The application of the principles to the metals and the non-metals. The laboratory will be qualitative analysis. Credit: 4 semester hours.

Chemistry 111. General College Chemistry. (Prerequisite: An average of the 75th percentile rating in the Florida Placement Tests in Natural Sciences and Mathematics; or, for out-of-state students, high school chemistry and three years of high school mathematics or be eligible for Mathe-

matics 101 and have had high school chemistry). A study of the elements and inorganic compounds from the structural point of view and the separation and the detection of certain ions. Credit: 4 semester hours.

Chemistry 112. General College Chemistry and Qualitative Analysis. (Prerequisite: Chemistry 111). A continuation of Chemistry 111. Credit: 4 semester hours.

Chemistry 201. Qualitative Analysis (Prerequisite: Chemistry 102). A systematic study of the principles of separation and detection of the common anions and cations is made. Credit: 4 semester hours.

Chemistry 202. Quantitative Analysis. (Prerequisite: Chemistry 201). The theory and practice of exact inorganic chemistry analysis, both gravimetric and volumetric, are included in this course. Credit: 4 semester hours.

Chemistry 211. Organic Chemistry. (Prerequisite: Chemistry 102 or 112). The basic concepts, nomenclature, synthesis, important reactions, characteristics, and uses of the common aliphatics hydrocarbons and their derivatives are studied. Credit: 4 semester hours.

Chemistry 212. Organic Chemistry. (Prerequisite: Chemistry 211). A continuation of Chemistry 211, including the Aromatic Series. Credit: 4 semester hours.

Chemistry 103. Practical Chemistry for Nurses. Due to the limited amount of time available for chemistry in the nursing curriculum, the course is divided into three parts. Part I is designed to be a general introduction to those laws and concepts of chemistry that are necessary for an understanding of the material presented in the second part. Part II is a discussion of physiological and pathological chemistry. As far as possible, the course includes discussions of the application of chemistry to the diagnosis and treatment of human diseases. Part III contains a number of carefully selected laboratory experiments that correlate closely with the lecture division of the course. Credit: 3 semester hours.

Chemistry 204. Drugs and Solutions. The student will learn drug terminology, how to understand prescription instructions, basic narcotic laws and how to keep accurate narcotic records, systems of measurements including both metric and apothecary, and how to prepare solutions. Credit: 2 semester hours.

Chemistry 205. Medical Laboratory Procedures. (Prerequisite: Chemistry 204). This course is designed to train the student in the care of laboratory equipment, sterilization techniques, microbiology and immunology, blood analysis, administration of medications. Credit: 2 semester hours.

Physical Science 101. Survey of Physical Science. (Corequisite: Mathematics 106, Mathematics 105, Mathematics Placement Test Score sufficient for Mathematics 101 or equivalent). A survey of the development of science in general, including the study of: meteorology — climate and weather; astronomy — the earth in the solar system and the universe; and geology — the history of the earth and changes in its surface. Credit: 3 semester hours.

Physical Science 102. Survey of Physical Science. (Prerequisite: Mathematics 106, Mathematics 105, Mathematics Placement Test score sufficient for Mathematics 101 or equivalent). A survey of the fundamental concepts of chemistry and physics with the use of simple mathematics in their application to everyday life. This semester includes the study of: chemical, physical, and nuclear changes; the nature, structure, and classification of chemical elements and compounds; the production and use of metals in our civilization; the carbon, nitrogen, and hydrogen cycles; combustion, sound, light, and electricity as forms of energy. This semester is recommended for students planning to take chemistry and physics who have not had these courses in high school. Credit: 3 semester hours.

Physics 201-2. General Physics. Physics for pre-medical and pre-dental students, liberal arts students not majoring in a physical science or mathematics, and students following the engineering aid program.

PHYSICS 201. (Prerequisite: Mathematics 151 or Mathematics 101 and 102, or two units of high school algebra, one unit of geometry, one-half unit of trigonometry). Heat, mechanics, and sound. A study of the fundamental concept and laws of physics and their applications. Credit: 4 semester hours.

PHYSICS 202. (Prerequisite: Physics 201). Light magnetism, electricity, electronics, and nucleonics. Credit 4 semester hours.

Physics 205-6. Physics for Engineers. Physics for students majoring in engineering, physics, chemistry or mathematics.

PHYSICS 205. (Prerequisite Mathematics 151, or Mathematics 101 and 102 and corequisite of Mathematics 202). Mechanics, heat, and sound. Theory and units of measurement and error, mass, force, work, energy, power statics, dynamics, elasticity, simple harmonic motion, wave theory, statics and dynamics of fluids, kinetic theory of gases and thermodynamics. Credit: 4 semester hours.

PHYSICS 206. (Prerequisite: Physics 205). Light, spectra, optics, interference and polarization, magnetism, electrostatics, electricity, electro-motive force, A.C. and D.C. currents and circuits, motors and generators, electronics, extra-visible radiation, and atomic and nuclear physics. Credit: 4 semester hours.

PHILOSOPHY

***Philosophy 101.** Introduction to Philosophy. A course designed to acquaint the student with the nature of philosophy, its methods, and some of the major problems with which it has been concerned from the pre-Socratic era down to the present. Special attention given to the source of ideas and their relationship to science, art, religion, and political and social developments. Credit: 3 semester hours.

Logic 105. The Art of Thinking. The principal objects of this course are (a) to help the student think with more accuracy, clarity and completeness, and (b) to help him apply this knowledge in analyzing the thinking of others as expressed in speech and print. This course treats

* Offered in Evening College Program only.

both formal and material logic. It covers demonstrative, dialectical, rhetorical and poetic argumentation. Credit: 3 semester hours.

PSYCHOLOGY

Psychology 201. General Psychology. This course covers such topics as learning, memory, motivation, and emotions, as well as attempting to provide for an understanding of basic concepts. It includes a small amount of experimental work designed to illustrate the material covered in lectures and discussions. Credit: 3 semester hours.

Psychology 202. (Prerequisite: Psychology 201). Continuation of Psychology 201. A study of perception, including the various sense organs in some detail, and of individual differences and personality. A number of aptitude tests and personality inventories are used for the purpose of giving the student insight into his own abilities and characteristics. Credit: 3 semester hours.

RELIGION

Bible 101. The Old Testament. Introduction to the study of the Bible. The history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course material includes the English Bible in various translations, and instructor's notes. Credit: 2 semester hours.

Bible 102. The New Testament. Introduction to the study of the New Testament to include language, literature, and geography of the New Testament era, discovery of ancient manuscripts, history of modern translations, the period between the Testaments, a harmony of the Gospels, the life of Christ in the four Gospels, the history of the early church in the Acts and Epistles. Course materials will be the English Bible in various translations and instructor's notes. Credit: 2 semester hours.

SOCIAL STUDIES

Geography 101. Elements of Geography. Introduction to the principles of geography on a world-wide basis. Basic interrelationships of human life and elements of the natural landscape. The use of maps, the study of soil regions, climates, and topography. The principal emphasis is upon physical geography. Cultural effects of environmental limitations are studied. Credit: 3 semester hours.

History 101. Ancient and Medieval Civilizations. The emergence of historic man out of prehistory, the chief characteristics and achievements of those major cultures which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, Medieval Europe to the sixteenth century. The Civilizations of the Far East, particularly India, China, and Japan, are studied. Emphasis upon movements, forces, and historical interpretations. Credit: 3 semester hours.

History 102. Modern Civilizations. A continuation of History 101, from the sixteenth century to the present. Although there is a major emphasis upon the development of Modern Western European Culture, there is continued analysis of major historical developments in those cultures of the Far East. Credit: 3 semester hours.

History 201. United States History to 1865. The expansion of Europe into the Western Hemisphere, the English Colonies in North America, establishment of American independence, with emphasis upon a study of the Constitution, the early national period to the end of the Civil War. A problems approach is used with major emphasis upon contemporary source materials for each historical period. Credit: 3 semester hours.

History 202. United States History from 1865 to the present. A continuation of History 201, emphasizing the development of the United States into a great world power with more detailed studies of internal, economic, social, political, and cultural movements and problems. Credit: 3 semester hours.

***History 211.** Latin American History to Period of National Independence. A survey course to present the fundamental forces shaping the course of early Latin American events. This semester emphasizes the emergence of social, political, and economic institutions from the period of the Conquest through the period of expansion. Credit: 3 semester hours.

***History 212.** Latin American History from Period of National Independence to the Present. This semester presents a survey of the role played by social, political, and economic institutions in Latin American History from the period of independence to the present. Credit: 3 semester hours.

Political Science 201. American National Government. The origin, nature, and development of the Constitution; the organization, powers and functioning of the Presidency, Congress, and the federal courts. Throughout the course an attempt is made to discuss these matters with reference to the political parties, pressure groups, economic blocs, sectional interests, bodies of political and social opinion, and other forces which influence the process of government. Credit: 3 semester hours.

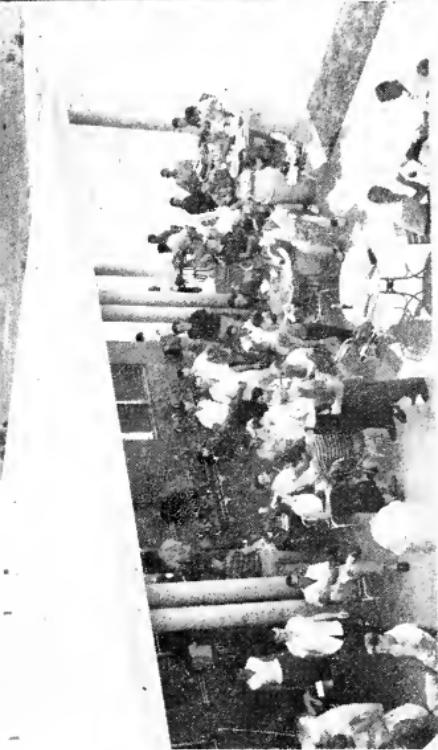
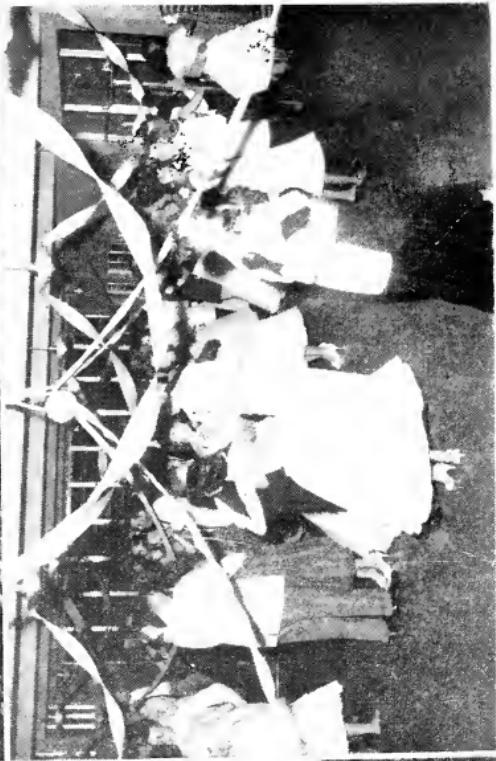
Political Science 202. American National Government, and State and Local Government. A continuation of the study of the National Government as it relates to the national administrative agencies, foreign affairs, and to the states. The principal features of state and local government constitutions, taxation programs, law enforcement and administration of justice, problems of metropolitan areas, interstate relationships, government regulation, and operation of public utilities, and public planning — are studied. Credit: 3 semester hours.

Social Science 101. Human Institutions: Sociological Foundations. A study of the individual as a member of social groups. Major social institutions and their development. A generalized approach to human institutions, with specific study of these as they relate to life in the United States.

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This course is fundamentally an introduction to sociology. Credit: 3 semester hours.

Social Science 102. Human Institutions: Political Institutions and Social Problems. A continuation of Social Science 101, emphasizing political institutions, their development, characteristics, and major problems. Special emphasis is given to the development of these institutions in American life. The course provides for a detailed study of the Constitution of the United States. Credit: 3 semester hours.



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